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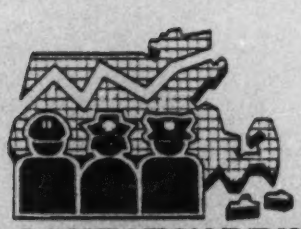
AN OCCUPATIONAL PROFILE OF FEDERAL GOVERNMENT EMPLOYMENT IN MASSACHUSETTS 1980



OCCUPATION/INDUSTRY RESEARCH PUBLICATION

Massachusetts Division of Employment Security

job market research

AN OCCUPATIONAL PROFILE
OF
FEDERAL GOVERNMENT EMPLOYMENT
IN
MASSACHUSETTS
1980

REPORT NUMBER 16

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INTRODUCTION

In lieu of each State carrying out an independent survey of occupational employment in the Federal Government, the Bureau of Labor Statistics purchased from the Office of Personnel Management, data relating to employment of workers in approximately 2,400 occupations in the Federal sector. These data were obtained from the Central Personnel Data System and converted to the Occupational Employment Statistics classifications.

The data includes full-time temporary, full-time permanent, part-time temporary, and part-time permanent employees on the Federal Payroll as of October 1980. While some employment in the Federal Judicial Branch is not included it would appear that nearly all the universe is accounted for in Massachusetts.

EMPLOYMENT OUTLOOK IN FEDERAL SERVICE

The outlook for employment in the federal government is best summarized in a news release from the Bureau of Labor Statistics, dated May 25, 1981. "June graduates in most fields seeking to enter the federal service face continuing bad news. Because of the freeze on federal hiring and impending changes in the Professional and Administrative Career Examination (PACE) the Office of Personnel Management has postponed further PACE exams until the fall. This exam covers approximately 100 occupations at the GS-5 and GS-7 entry level positions. In the last fiscal year more than 100,000 people took the exam but fewer than 5000 were hired nationwide. In New England, approximately 100 were hired through the PACE exam in fiscal 1980 compared to 250 during 1979. Current starting yearly salaries for the GS-5 and GS-7 levels are $12,266 and $15,193 respectively.

Engineering and computer science graduates are the exception with many good opportunities existing throughout New England. Specific needs of the Federal government are for electrical/electronic, mechanical, nuclear and facilities engineers. Starting pay rates for engineers are at an all time high with starting salaries of $19,747 for bachelor degree holders and $22,925 for those with a graduate degree. Current job openings in New England exist at the Portsmouth Naval Shipyard, Hanscom Air Force Base, the Naval Underwater System Center and the Transportation System Center.

Openings with the Veterans' Administration and Public Health Service also exist for nurses in the Boston area with a starting salary of $13,902 for those with a bachelors' degree."

NUMBER OF CIVILIAN EMPLOYEES BY MAJOR OCCUPATIONAL CATEGORIES
FEDERAL AGENCIES
MASSACHUSETTS OCTOBER 1980

	All Federal Gov't.	Air Force	Army	Defense	Navy	Post Office	Veterans	All Other
TOTAL	56,855	4,275	5,072	1,563	905	21,512	7,827	15,706
Managers and Officers	4,549	379	242	131	37	1,015	111	2,634
Professional Occupations	11,812	1,151	1,353	747	267	214	2,797	5,283
Technical Occupations	2,850	212	504	29	127	63	658	1,262
Service Occupations	3,731	198	174	0	53	94	2,389	823
Production & Maintenance	5,682	1,104	1,132	38	187	1,974	535	712
Clerical Occupations	28,134	1,199	1,647	618	234	18,152	1,292	4,992
Sales Occupations	97	32	20	0	0	0	45	0
Percent of All Federal Employment in Massachusetts	100.0	7.5	8.9	2.7	1.6	37.8	13.8	27.6

PERCENTAGE SHARE OF MAJOR OCCUPATIONAL CATEGORIES
FEDERAL AGENCIES
MASSACHUSETTS OCTOBER 1980

	All Federal Gov 't.	Air Force	Army	Defense	Navy	Post Office	Veterans	All Other
TOTAL	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Managers and Officers	8.0	8.9	4.8	8.4	4.1	4.7	1.4	16.8
Professional Occupations	20.8	26.9	26.7	47.8	29.5	1.0	35.7	33.6
Technical Occupations	5.0	5.0	9.9	1.9	14.0	0.3	8.4	8.0
Service Occupations	6.6	4.6	3.4	-	5.9	0.4	30.5	5.2
Production & Maintenance	10.0	25.8	22.3	2.4	20.7	9.2	6.8	4.5
Clerical Occupations	49.5	28.0	32.5	39.5	25.9	84.4	16.5	31.1
Sales Occupations	0.2	0.7	0.4	-	-	-	0.6	-

FEDERAL CIVILIAN EMPLOYMENT DISTRIBUTION AND NET CHANGE
BY MAJOR OCCUPATIONAL CATEGORY
OCTOBER 1980 AND OCTOBER 1979

OCCUPATIONAL CATEGORY	EMPLOYMENT			
	1980	1979		Change
Total Employment	56,855	56,183	+	672
Managers, Officers and Public Administration Inspectors	4,549	4,636	-	87
Professional	11,812	11,614	+	198
Technical	2,850	2,761	+	89
Service	3,731	3,631	+	100
Production & Maintenance	5,682	5,322	+	360
Clerical	28,134	28,118	+	16
Sales	97	101	-	4

COMPARISON OF OCCUPATIONAL PROFILES
GOVERNMENT AND SELECTED SERVICE SECTORS

CATEGORY	Federal Gov't. 10/80	State Gov't. 5/79	Local Gov't. 5/79	Social Services 5/78	Business Services 6/78
Managers & Officers	8.00	9.12	6.71	10.56	8.25
Professional	20.78	17.77	10.57	33.84	12.44
Technical	5.01	10.35	1.48	1.34	6.02
Service	6.56	17.12	37.30	35.11	29.50
Production & Maintenance	9.99	12.48	28.36	4.30	11.74
Clerical	49.48	33.15	15.55	14.19	29.20
Sales	0.17	-	0.04	0.67	2.86

FEDERAL CIVILIAN EMPLOYMENT BY OCCUPATION
WITHIN THE STATE OF MASSACHUSETTS
AS OF OCTOBER 1980, 1979

OCCUPATIONAL TITLE	Employment 1980	Employment 1979	Change	
TOTAL EMPLOYMENT ALL OCCUPATIONS	56855	56183	+ 672	
Managers and Officers	4549	4636	- 87	
Public Admin. Inspectors, Except Construction	890	921	- 31	
Construction Inspector	69	63	+ 6	
Postmaster and/or Mail Superintendent	385	376	+ 9	
All Other Managers	3205	3276	- 71	
Professional Occupations	11812	11614	+ 198	
Aeronautical Engineer	46	45	+ 1	
Agricultural Engineer	0	1	- 1	
Chemical Engineer	18	16	+ 2	
Civil Engineer	495	452	+ 43	*
Electrical and Electronic Engineers	427	449	- 22	*
Industrial Engineer	55	53	+ 2	
Mechanical Engineer	184	187	- 3	
Metallurgists and Metallurgical Engineers	25	23	+ 2	
Petroleum Engineer	1	0	+ 1	
Safety Engineer	21	20	+ 1	
Ceramic Engineer	10	10	0	
Nuclear Engineer	2	0	+ 2	
All Other Engineers	236	264	- 28	*
Financial Analyst	24	22	+ 2	
Mathematician	46	43	+ 3	
Statistician	39	37	+ 2	
All Other Mathematical Scientists	117	111	+ 6	
Chemist	271	269	+ 2	
Geologists and Geophysicists	89	85	+ 4	
Meteorologist	34	39	- 5	
Oceanographer	19	18	+ 1	
Physicist	239	254	- 15	
All Other Physical Scientists	181	187	- 6	
Agricultural Scientist	11	10	+ 1	
Biological Scientist	221	222	- 1	
Forester and Conservation Scientist	31	32	- 1	
Economist	151	146	+ 5	
Psychologist	155	156	- 1	
Sociologist	5	6	- 1	

(cont.)

	Employment 1980	Employment 1979	Change	
Urban and Regional Planner	25	23	+	2
All Other Social Scientists	136	133	+	3
Systems Analyst, Electronic Data Processing	209	210	-	1
Teacher and/or Instructor, Nonvocational Education	125	117	+	8
Photographer	22	26	-	4
Purchasing Agent and/or Buyer	543	546	-	3
Accountants and Auditors	1538	1510	+	18*
Landscape Architect	4	8	-	4
Architect	42	42		0
Archivist	14	15	-	1
Caseworker	201	200	+	1
Clergy	31	31		0
Commercial Artist	41	39	+	2
Dentist	49	47	+	2
Dietitian and/or Nutritionist	42	37	+	5
Writer and/or Editor	46	52	-	6
Law Clerk	89	87	+	2
Lawyer	319	307	+	12
Librarian, Professional	41	45	-	4
Curator, Museum	22	22		0
Nurse, Professional	1138	1104	+	03*
Occupational Therapist	42	40	+	2
Optometrist	5	6	-	1
Paralegal Personnel	38	28	+	10
Personnel and Labor Relations Specialists	530	532	-	2
Pharmacist	46	44	+	2
Physical Therapist	40	36	+	4
Physician and/or Surgeon	907	877	+	30*
Podiatrist	8	7	+	1
Public-Relations Practitioner	63	60	+	3
Veterinarian	11	12	-	1
Designer	29	29		0
Judge	57	58	-	1
Tax Examiner, Collector and/or Revenue Agent	690	724	-	34*
All Other Therapists	8	7	+	1
Appraiser, Real Estate	35	39	-	4
Home Economist	8	11	-	3
Group Recreation Worker	9	9		0
Manual-Arts, Music, and/or Recreational Therapist	38	12	+	26
Speech Pathologist and/or Audiologist	16	15	+	1
Corrective Therapist	23	23		0
All Other Professional Workers	1379	1287	+	92
Technical Occupations	2850	2761	+	89
Computer Programmer	59	54	+	5

(cont.)

	Employment 1980	Employment 1979	Change
Drafter	29	30	- 1
Electrical and Electronic Technicians	271	266	+ 5
Surveyor	40	37	+ 3
Radiographer	0	2	- 2
Broadcast Technician	43	49	- 6
All Other Engineering Technicians	375	398	- 23
Physical Science Technician	173	192	- 19
Biological Science Technician	320	273	+ 47
All Other Science Technicians	55	57	- 2
Air Traffic Controller	315	305	+ 10
Dental Assistant	65	69	- 4
Mathematical Technician	6	5	+ 1
Physician's Assistant	17	19	- 2
Museum Technician and/or Restorer	7	5	+ 2
Airplane Pilot	48	46	+ 2
Technical Assistant, Library	33	29	+ 4
Pharmacy Helper	37	33	+ 4
Medical-Record Librarian	33	32	+ 1
Dental Hygienist	8	10	- 2
Medical Laboratory Technologist	214	199	+ 15
Prosthetist-Orthotist	12	14	- 2
Electrocardiograph Technician	88	79	+ 9
Radiologic Technologist and/or Nuclear Medical Technologist	85	77	+ 8
All Other Medical and Dental Technologists and Technicians	94	87	+ 7
All Other Technicians	423	394	+ 29
Service Occupations	3731	3631	+ 100
All Other Janitors, Porters, and Cleaners	670	625	+ 45
Guards and Doorkeepers	113	120	- 7
Baker, Bread and/or Pastry	10	9	+ 1
Butcher and/or Meat Cutter	37	41	- 4
Cook, Institution or Cafeteria	76	72	+ 4
All Other Food Service Workers	522	513	+ 9
Barber	7	8	- 1
Cosmetologist and/or Hairstylist	1	2	- 1
Housekeeper	8	9	- 1
Nurse Aide and/or Orderly	1371	1359	+ 12
Fish and Game Wardens	17	19	- 2
Elevator Operator	12	14	- 2
Social Service Aide	11	11	0
Occupational Therapy Assistant	44	41	+ 3
Police and Detective Supervisor	188	175	+ 13
Detective, Police	423	402	+ 21
U.S. Marshall	33	29	+ 4
Fire Fighter	188	182	+ 6
Production and Maintenance Occupations	5682	5322	+ 360
Mechanic, Aircraft	289	300	- 11

(cont.)

	Employment 1980	Employment 1979		Change
Sheet Metal Worker	39	44	-	5
Stationary Boiler Firer	220	228	-	8
Stationary Engineer	17	21	-	4
Stone Mason	20	18	+	2
Animal Caretaker	10	11	-	1
Tile Setter	1	0	+	1
Tire Fabricator and/or Repairer	1	0	+	1
Water Treatment Plant Operator	3	3		0
Welder and/or Flamecutter	27	25	+	2
Offset Lithographic Press Operator, Sheet, Roll or Web Fed	41	47	-	6
Platemaker	2	1	+	1
Stripper	4	4		0
Camera Operator, Printing	6	5	+	1
Strike-on-Machine Operator	1	2	-	1
Service Station Attendant, Fuel Pump Attendant and/or Lubricator	54	50	+	4
Stock Clerk, Sales Floor	41	77	-	36
Highway-Maintenance Man	2	3	-	1
Furniture Finisher	2	2	-	0
Machine Tool Operator, Combination	62	57	+	5
Machine Tool Operator, Toolroom	1	1		0
Molder, Bench and/or Floor	1	1		0
Patternmaker, Metal	1	1		0
Sample Maker	1	1		0
Saw Filer	1	1		0
Shipfitter	14	20	-	6
Shipwright	6	6		0
Tester	5	0	+	5
Woodworking-Machine Operator	1	0	+	1
Painter, Production	3	3		0
Loading-Machine-Operator	2	2		0
Dip Plater, Non-Electrolytic	0	3	-	3
Artificial-Appliance Maker	7	3	+	4
Glass Installer, Automotive	1	1		0
Gardeners and Groundskeepers	20	11	+	9
Ordinary Seaman	24	20	+	4
Ship Engineer	13	11	+	2
Screen Maker, Photographic Process	1	1		0
Bindry Worker, Assembly	0	2	-	2
All Other Bindery Workers	13	10	+	3
Instrument Maker and/or Assembler	11	13	-	2
All Other Skilled Craft and kindred Workers	7	8	-	1
All Other Operatives and Semiskilled Workers	162	146	+	16
All Other Laborers and Unskilled Workers	1702	1277	+	425
Clerical Occupations	28134	28118	+	16
Bookkeeping and/or Billing Machine Operator	3	3		0
Computer Operator	154	167	-	13
Keypunch Operator	246	237	+	9

(cont.)

	Employment 1980	Employment 1979		Change
Mechanic, Automotive	202	202		0
Body Repairer, Automotive	20	22	-	2
Electric-Tool Repairer	2	0	+	2
Electromedical Equipment Repairer	16	13	+	3
Gunsmith	3	4	-	1
Engineering-Equipment Mechanic	81	74	+	7
Hydroelectric-Mach Mech. Powerhouse, and/or Gas Plant Repairer	0	2	-	2
Laundry-Machine Mechanic	3	2	+	1
Locksmith	6	6		0
Mechanic, Maintenance	506	510	-	4
Office Machine Servicer and/or Cash Register Servicer	10	11	-	1
Refrigeration Mechanic and/or Air Conditioning Mechanic	87	82	+	5
Electronic Mechanic	241	242	-	1
Data Processing Machine Repairer	7	8	-	1
Gas and Electric Appliance Repairer	1	1		0
All Other Mechanics and Repairers	109	117	-	8
Marker, Classifier, Wet Wash Assembler, Detacher, and/or Checker	76	65	+	11
Washer, Machine and/or Stacher	19	19		0
Laundry Presser, Machine	1	1		0
Truck Driver	334	321	+	13
Blacksmith	5	6	-	1
Boilermaker	4	5	-	1
Blueprinting Machine Operator	2	2		0
Cabinetmaker	16	14	+	2
Cable Splicer	17	21	-	4
Carpenter	111	123	-	12
Cement Mason	3	2	+	1
Crane, Derrick and Hoist Operators	10	11	-	1
Crater	9	8	+	1
Electrician	159	168	-	9
Exterminator	10	10		0
Supervisor, Nonworking	70	97	-	27
Heavy Equipment Operator	53	52	+	1
Rigger	6	8	-	2
Industrial Truck Operator	123	131	-	8
Inspector	36	39	-	3
Installer Repairer and/or Section Maintainer	1	4	-	3
Maintenance Repairer, General Utility	206	178	+	28
Oiler	4	3	+	1
Painter, Maintenance	93	97	-	4
Plasterer	3	2	+	1
Plumber and/or Pipefitter	124	147	-	23
Motion Picture Projectionist	8	7	+	1
Roofer	2	2		0
Rotary Drill Operator	2	3	-	1
Dental-Laboratory Technician	17	15	+	2
Sandblaster and/or Shotblaster	0	1	-	1
Sewage-Plant Operator	10	9	+	1
Sewing Machine Operator, Regular Equipment--Garment	15	15		0

(cont.)	Employment 1980	Employment 1979		Change
Tabulating- Machine Operator	6	5	+	1
Calculating Machine Operator	0	3	-	3
All Other Office Machine Operators	27	20	+	7
Stenographer	540	733	-	193
Accounting Clerk	653	644	+	9
Bookkeeper, Hand	154	136	+	18
Cashier	96	85	+	11
Claim Adjuster	114	120	-	6
Claims Clerk	378	379	-	1
Correspondence Clerk	3	4	-	1
General Clerk, Office	2116	3102	-	986
Mail Clerk	401	376	+	25
Payroll and/or Timekeeping Clerk	143	144	-	1
Personnel Clerk	353	358	-	5
Procurement Clerk	208	187	+	21
Real Estate Clerk	74	81	-	7
Receptionist	22	26	-	4
Secretary	1419	1122	+	297
Statistical Clerk	33	36	-	3
Switchboard Operator	86	102	-	16
Messenger	15	16	-	1
Travel Clerk	24	24		0
Typist	1351	1398	-	47
Clerical Supervisor, Office or Plant	66	58	+	8
Postal Service Clerk	2459	2557	-	98
All Other Office Clerical Workers	1395	353	+	1042
Production Clerk and/or Coordinator	73	79	-	6
Shipping Packer	11	9	+	2
Shipping and/or Receiving Clerk	25	26	-	1
Stock Clerk, Stockroom, Warehouse or Storage Yard	49	44	+	5
Dispatcher, Vehicle, Service or Work	18	18		0
Postal Mail Carrier	15026	15059	-	33
All Other Plant Clerical Workers	393	407	-	14
Sales Occupations	97	101	-	4
Sales Clerk	97	101	-	4

FEDERAL CIVILIAN EMPLOYMENT BY OCCUPATION
WITHIN THE STATE OF MASSACHUSETTS
OCTOBER 1980 and OCTOBER 1977

OCCUPATIONAL TITLE	Employment 1980	Employment 1977 1/		Change
TOTAL EMPLOYMENT ALL OCCUPATIONS	56,855	58,197	-	1,342
Managers and Officers	4,549	4,475	+	70
Public Admin. Inspectors, Except Construction	890	898	-	8
Construction Inspector	69	80	-	11
Postmaster and/or Mail Superintendent	385	390	-	5
All Other Managers	3,205	3,107	+	5
Professional Occupations	11,812	11,074	+	738
Aeronautical Engineer	46	49	-	3
Agricultural Engineer	0	1	-	1
Chemical Engineer	18	15	+	3
Civil Engineer	495	430	+	65
Electrical and Electronic Engineers .	427	447	-	20
Industrial Engineer	55	45	+	10
Mechanical Engineer	184	184		0
Metallurgists and Metallurgical Engineers	25	24	+	1
Petroleum Engineer	1	0	+	1
Safety Engineer	21	11	+	10
Ceramic Engineer	10	11	-	1
Nuclear Engineer	2	2		0
All Other Engineers	236	274	-	38
Financial Analyst	24	29	-	5
Mathematician	46	52	-	6
Statistician	39	35	+	4
All Other Mathematical Scientists . .	117	85	+	32
Chemist	271	289	-	18
Geologists and Geophysicists	89	101	-	12
Meteorologist	34	39	-	5
Oceanographer	19	10	+	9
Physicist	239	287	-	48
All Other Physical Scientists	181	187	-	6
Agricultural Scientist	11	11		0
Biological Scientist	221	217	+	4
Forester and Conservation Scientist .	31	32	-	1
Economist	151	139	+	12
Psychologist	155	165	-	10
Sociologist	5	8	-	3
Urban and Regional Planners	25	15	+	10
All Other Social Scientists	136	84	+	52
Systems Analyst, Electronic Data Processing	209	190	+	19
Teacher and/or Instructor, Nonvocational Education	125	92	+	33

Federal Civilian Employment by Occupation (Continued)

OCCUPATIONAL TITLE	Employment 1980	Employment 1977 [1]		Change
Photographer	22	30	-	8
Purchasing Agent and/or Buyer	543	522	+	21
Accountants and Auditors	1,538	1,589	-	51
Landscape Architect	4	5	-	1
Architect	42	42		0
Archivist	14	17	-	3
Caseworker	201	214	-	13
Clergy	31	36	-	5
Commercial Artist	41	35	+	6
Dentist	49	59	-	10
Dietitian and/or Nutritionist	42	40	+	2
Writer and/or Editor	46	58	-	12
Law Clerk	89	62	+	17
Lawyer	319	311	+	8
Librarian, Professional	41	51	-	10
Curator, Museum	22	12	+	10
Nurse, Professional	1,138	1,034	+	104
Occupational Therapist	42	48	-	6
Optometrist	5	5		0
Paralegal Personnel	38	19	+	19
Personnel and Labor Relations Specialists	530	488	+	42
Pharmacist	46	45	+	1
Physical Therapist	40	36	-	4
Physician and/or Surgeon	907	1,011	-	94
Podiatrist	8	6	-	2
Public-Relations Practitioner	63	56	+	7
Veterinarian	11	14	-	3
Designer	29	30	-	1
Judge	57	42	+	15
Tax Examiner, Collector and/or Revenue Agent	690	767	-	77
All Other Therapists	8	7	+	1
Appraiser, Real Estate	35	38	-	3
Home Economist	8	10	-	2
Group Recreation Worker	9	17	-	8
Manual-Arts, Music, and/or Recreational Therapist	38	13	+	25
Speech Pathologist and/or Audiologist	16	14	+	2
Corrective Therapist	23	23		0
All Other Professional Workers 2/	1,379	678	+	701
Technical Occupations	2,850	2,788	+	62
Computer Programmer	59	43	+	16
Drafter	29	40	-	11
Electrical and Electronic Technicians	271	297	-	26
Surveyor	40	34	+	6
Radiographer	0	2	-	2
Broadcast Technician	43	40	+	3

Federal Civilian Employment by Occupation (Continued)

OCCUPATIONAL TITLE	Employment 1980	Employment[1] 1977		Change
All Other Engineering Technicians	375	398	-	23
Physical Science Technician	173	213	-	40
Biological Science Technician	320	327	-	7
All Other Science Technicians	55	59	-	4
Air Traffic Controller	315	302	+	13
Dental Assistant	65	58	+	7
Mathematical Technician	6	4	+	2
Physician's Assistant	17	7	+	10
Museum Technician and/or Restorer	7	4	+	3
Airplane Pilot	48	39	+	9
Technical Assistant, Library	33	29	+	4
Pharmacy Helper	37	26	+	11
Medical-Record Librarian	33	32	+	1
Dental Hygienist	8	9	-	1
Medical Laboratory Technologist	214	221	-	7
Prothetist-Orthotist	12	13	-	1
Electrocardiograph Technician	88	69	+	19
Radiologic Technologist and/or Nuclear Medical Technologist	85	83	+	2
All Other Medical and Dental Technologists and Technicians	94	116	-	22
All Other Technicians	423	323	+	100
Service Workers	3,731	3,863	-	132
Janitors, Porters, and Cleaners	670	682	-	12
Guards and Doorkeepers	113	100	+	13
Baker, Bread and/or Pastry	10	10	+	0
Butcher and/or Meat Cutter	37	45	-	8
Cook, Institution or Cafeteria	76	72	+	4
All Other Food Service Workers	522	538	-	16
Barber	7	9	-	2
Cosmetologist and/or Hairstylist	1	2	-	1
Housekeeper	8	10	-	2
Nurse Aide and/or Orderly	1,371	1,451	-	120
Fish and Game Wardens	17	19	-	2
Elevator Operator	12	27	-	15
Social Service Aide	11	7	+	4
Occupational Therapy Assistant	44	49	-	5
Police and Detective Supervisor	188	192	-	4
Detective, Police	423	416	+	7
U. S. Marshall	33	26	+	7
Fire Fighter	188	205	-	17
Production and Maintenance Workers	5,682	5,739	-	57
Mechanic, Aircraft	289	313	-	24
Mechanic, Automotive	202	193	+	9
Body Repairer, Automotive	20	21	-	1
Electric-Tool Repairer	2	0	+	2

Federal Civilian Employment by Occupation (Continued)

OCCUPATIONAL TITLE	Employment 1980	Employment 1977 1/	Change
Electromedical Equipment Repairer	16	16	0
Gunsmith	3	6	- 3
Engineering Equipment Mechanic	81	77	+ 4
Hydroelectric Mach Mech. Powerhouse and/or Gas Plant Repairer	0	4	- 4
Laundry Machine Mechanic	3	3	0
Locksmith	6	6	0
Mechanic, Maintenance	506	519	- 13
Office Machine Servicer and/or Cash Register Servicer	10	8	+ 2
Refrig. or Air Cond. Mechanic	87	77	+ 11
Electronic Mechanic	241	232	+ 19
Data Processing Machine Repairer	7	4	+ 3
Gas and Electric Appliance Repairer	1	1	0
All Other Mechanics and Repairers	109	110	- 1
Marker, Classifier, Wet Wash Assembler, Detacher, and/or Checker	76	70	+ 6
Washer, Machine and/or Starcher	19	19	0
Laundry Presser, Machine	1	4	- 3
Truck Driver	334	378	- 44
Blacksmith	5	5	0
Boilermaker	4	7	- 3
Blueprinting Machine Operator	2	2	0
Cabinetmaker	16	18	- 2
Cable Splicer	17	19	- 2
Carpenter	111	129	- 18
Cement Mason	3	0	+ 3
Crane, Derrick and Hoist Operators	10	18	- 8
Crater	9	10	- 1
Electrician	159	173	- 14
Exterminator	10	7	+ 3
Supervisor, Nonworking	70	96	- 26
Heavy Equipment Operator	53	49	+ 4
Rigger	6	13	- 7
Industrial Truck Operator	123	94	+ 29
Inspector	36	23	+ 13
Installer Repairer and/or	1	2	- 1
Maintenance Repairer, General Utility	206	132	+ 74
Oiler	4	4	0
Painter, Maintenance	93	99	- 6
Plasterer	3	1	+ 2
Plumber and/or Pipefitter	124	148	- 24
Motion Picture Projectionist	8	2	+ 6
Roofer	2	2	0
Rotary Drill Operator	2	6	- 4
Dental Laboratory Technician	17	17	0
Sandblaster and/or Shotblaster	0	1	- 1
Sewage Plant Operator	10	13	- 3

Federal Civilian Employment by Occupation (Continued)

OCCUPATIONAL TITLE	Employment 1980	Employment 1977 1/		Change
Sewing Machine Operator, Regular Equipment-Garment	15	15		0
Sheet Metal Worker	39	52	-	13
Stationary Boiler Firer	220	246	-	26
Stationary Engineer	17	20	-	3
Stone Mason	20	25	-	5
Animal Caretaker	10	12	-	2
Tile Setter	1	0	+	1
Tire Fabricator and/or Repairer	1	0	+	1
Water Treatment Plant Operator	3	3		0
Welder and/or Flamecutter	27	25	+	2
Offset Lithographic Press Operator, Sheet, Roll or Web Fed	41	49	-	8
Platemaker	2	1	+	1
Stripper	4	3	+	1
Camera Operator, Printing	6	6		0
Strike-on-Machine Operator	1	4	-	3
Service Station Attendant, Fuel Pump Attendant and/or Lubricator	54	47	+	7
Stock Clerk, Sales Floor	41	77	-	36
Highway-Maintenance Man	2	3	-	1
Furniture Finisher	2	1	+	1
Machine Tool Operator, Combination	62	71	-	9
Machine Tool Operator, Toolroom	1	1		0
Molder, Bench and/or Floor	1	3	-	2
Patternmaker, Metal	1	1		0
Sample Maker	1	1		0
Saw Filer	1	2	-	1
Shipfitter	14	14		0
Shipwright	6	5	+	1
Tester	5	0	+	5
Woodworking-Machine Operator	1	0	+	1
Painter, Production	3	3		0
Loading-Machine-Operator	2	1	+	1
Dip Plater, Non-Electrolytic	0	2	-	2
Artificial-Appliance Maker	7	2	+	5
Glass Installer, Automotive	1	0	+	1
Gardeners abd Groundskeepers	20	10	+	10
Ordinary Seaman	24	17	+	7
Ship Engineer	13	7	+	6
Screen Maker, Photographic Process	1	1		0
All Other Bindery Workers	13	11	+	2
Instrument Maker and/or Assembler	11	14	-	3
All Other Skilled Craft and Kindred Workers	7	7		0
All Other Operatives and Semiskilled Workers	162	160	+	2
All Other Laborers and Unskilled Workers	1,702	1,622	+	80

Federal Civilian Employment by Occupation (Continued)

OCCUPATIONAL TITLE	Employment 1980	Employment 1/ 1977		Change
Clerical Occupations	28,134	30,162	-	2,028
Bookkeeping and/or Billing Machine Operator	3	2	+	1
Computer Operator	154	151	+	3
Keypunch Operator	246	579	-	333
Tabulating Machine Operator	6	20	-	14
Calculating Machine Operator	0	4	-	4
All Other Office Machine Operators	27	31	-	4
Stenographer	540	817	-	277
Accounting Clerk	653	702	-	49
Bookkeeper, Hand	154	124	+	30
Cashier	96	109	-	13
Claim Adjuster	114	112	+	2
Claims Clerk	378	358	+	20
Correspondence Clerk	3	4	-	1
General Clerk, Office 2/	2,116	3,188	-	1,022
Mail Clerk	401	410	-	9
Payroll and/or Timekeeping Clerk	143	149	-	6
Personnel Clerk	353	327	+	26
Procurement Clerk	208	181	+	21
Real Estate Clerk	74	82	-	8
Receptionist	22	23	-	1
Secretary	1,419	1,094	+	325
Statistical Clerk	33	38	-	5
Switchboard Operator	86	118	-	32
Messenger	15	10	+	5
Travel Clerk	24	26	+	2
Typist	1,351	1,241	+	110
Clerical Supervisor, Office or Plant	66	53	+	13
Postal Service Clerk	2,459	2,701	-	242
All Other Office Clerical Workers 2/	1,395	120	+	1,275
Production Clerk and/or Coordinator	73	77	-	4
Shipping Packer	11	12	-	1
Shipping and/or Receiving Clerk	25	25		0
Stock Clerk, Stockroom Warehouse or Storage Yard	49	72	-	23
Dispatcher, Vehicle, Service or Work	18	18		0
Post Mail Carrier	15,026	16,507	-	1,481
All Other Plant Clerical Workers	393	397	-	4
Salesmen, Sales Clerks, Etc.	97	96	+	1
Sales Clerk	97	96	+	1

1/ Occupations with employment in 1977 but no employment in both 1980 and 1979, are not included. They are, however, added in to group totals.

2/ Employment changes appear to be due primarily to changes in the Office of Personnel Management (OPM) occupational classification system.

GENERAL PAY SCALE

For your convenience the General Pay Scale effective October 1, 1981 is shown below:

Pay	Rate									
Grade	1	2	3	4	5	6	7	8	9	10
GS- 1	$ 8,342	$ 8,620	$ 8,898	$ 9,175	$ 9,453	$ 9,615	$ 9,890	$10,165	$10,178	$10,439
GS- 2	9,381	9,603	9,913	10,178	10,292	10,595	10,898	11,201	11,504	11,807
GS- 3	10,235	10,576	10,917	11,258	11,599	11,940	12,281	12,622	12,963	13,304
GS- 4	11,490	11,873	12,256	12,639	13,022	13,405	13,788	14,171	14,554	14,937
GS- 5	12,854	13,282	13,710	14,138	14,566	14,994	15,422	15,850	16,278	16,706
GS- 6	14,328	14,806	15,284	15,762	16,240	16,718	17,196	17,674	18,152	18,630
GS- 7	15,922	16,453	16,984	17,515	18,046	18,577	19,108	19,639	20,170	20,701
GS- 8	17,634	18,222	18,810	19,398	19,986	20,574	21,162	21,750	22,338	22,926
GS- 9	19,477	20,126	20,775	21,424	22,073	22,722	23,371	24,020	24,669	25,318
GS-10	21,449	22,164	22,879	23,594	24,309	25,024	25,739	26,454	27,169	27,884
GS-11	23,566	24,352	25,138	25,924	26,710	27,496	28,282	29,068	29,854	30,640
GS-12	28,245	29,187	30,129	31,071	32,013	32,955	33,897	34,839	35,781	36,723
GS-13	33,586	34,706	34,826	36,946	38,066	39,186	40,306	41,426	42,546	43,666
GS-14	39,689	41,012	42,335	43,658	44,981	46,304	47,627	48,950	50,273	51,596
GS-15	46,685	48,241	49,797	51,353	52,909	54,465	56,021	57,577	59,133	60,689
GS-16	54,755	56,580	58,405	60,230	62,055	63,880	65,705	67,530	69,355	
GS-17	64,142	66,280	68,418	70,556	72,694					
GS-18	75,177									

NOTE: Notwithstanding the salary rates shown, the maximum rate of basic pay legally payable to employees under this schedule may not exceed the rate payable for level V of the Executive Schedule, currently $50,112.50

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OCCUPATIONS IN SERVICES, FINANCE, INSURANCE, REAL ESTATE & CONSTRUCTION 1981

OCCUPATION/INDUSTRY RESEARCH PUBLICATION

Massachusetts Division of Employment Security

job market research

THE COMMONWEALTH OF MASSACHUSETTS
DIVISION OF EMPLOYMENT SECURITY
CHARLES F. HURLEY BUILDING
GOVERNMENT CENTER, BOSTON, MA. 02114

EMPLOYMENT IN SERVICES, FINANCE, INSURANCE, REAL ESTATE AND CONSTRUCTION

REPORT NUMBER 17
1981

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Statistics Program

FOREWORD

The Occupational Employment Statistics Program is a part of a Federal-State cooperative program involving State Employment Security Agencies (SESA's) as well as the Employment and Training Administration (ETA) and the Bureau of Labor Statistics (BLS). It was designed to meet the needs of economists, employment specialists, educators, counselors and others for current data on employment by occupations as well as projected data on employment by occupation and industry.

This publication is the seventeenth in a series on current occupational profiles of Massachusetts industries. The information is now being used in constructing an updated industry-occupation matrix and will be used as a data base for projecting future employment needs. Highlights of the industry-occupation matrix are published separately. Copies of all previous survey publications are available for reference in our research department.

Our sincere appreciation is extended to the many employers who participated in this survey, without whose support this labor market information would not be available. Acknowledgement for support is also made to the U. S. Department of Labor and in particular to the Bureau of Labor Statistics - both on national and regional levels for their technical support. We also wish to recognize the contribution of the data processing department, the clerical unit, the reproduction unit and methods and procedures.

OCCUPATIONS IN SERVICES, FINANCE, INSURANCE REAL ESTATE AND CONSTRUCTION

1981

EXECUTIVE SUMMARY

- This publication presents the results and analysis of the seventeenth occupational survey of Massachusetts industries. Data covering these divisions of the non-manufacturing sector have appeared in two prior publications: 1973 and 1978. Each industry is surveyed triennially.

- Despite adverse economic conditions that have effected several industries within the scope of this survey, employment has grown by 16 percent since our 1978 survey. The largest employment growth has been in Business Services +24,150; Health Services, excluding hospitals +12,600; Social Services +10,950; Misc. Services +8,150; and Banking +6,050.

- Industries with the highest growth rate included Investments +67 percent; Social Services +40 percent; Security Brokers +35 percent; and Business Services +27 percent.

- Clerical, Managerial and Professional occupational categories have shown the greatest employment growth generally.

- Detailed occupational staffing patterns are presented for 18 two digit and 33 three digit industries in the non-manufacturing sectors. In most cases, this includes more than 50 occupations for each industry studied.

- The construction sector, with an employment growth of nearly seven percent since 1978, shows a substantial increase in the professional occupations. This growth is concentrated in special trade construction and to a lesser extent in building construction. Highly skilled trades account for the majority of employment.

- Finance, Insurance and Real Estate continue to show steady growth with employment in the clerical occupations continuing to dominate this industrial sector. Banks, in particular Mutual Savings Banks, have over 70 percent of their employment distributed in the clerical category.

- Services (except Hospitals and Education) now account for 18.7 percent of covered employment in the State, and nearly two-thirds of the employment covered in this study. All industries in this sector show employment growth since 1978, with Business Services leading the way +24,150. With but a few exceptions, this sector is made up of small establishments. It is widely deversified in employment requirements, ranging from Physicians and Engineers to Apprentice Upholsters and Auto Mechanics.

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INTRODUCTION

Total employment in Services, Construction, Finance, Insurance and Real Estate has grown by 16 percent since our last survey in 1978. This represents a change from 560,000 in 1978 to a level of 650,350 workers in 1981. As graphically illustrated on page 4, employment in these industries represents almost 30 percent of total wage and salary workers in the Commonwealth.

The Occupational Employment Statistics (OES) survey is a triennial program which collects information on approximately one third of the State's workers each year.

The OES program has three major components: the survey, which produces individual industry profiles; the matrix, which cross tabulates all the industry profiles and allows one to consider a single occupation across industries; and the projections, which produces both industry and occupations. Our current efforts will produce projected data to 1990.

The scope of this survey by two digit Standard Industrial Code (SIC) is outlined on page 2 . The text of the document includes analyses of each of these two digit industries followed by selected three digit industries where appropriate. In order to facilitate easy reference, industry reviews are included in ascending SIC sequence.

Analysis of changes in an industries occupational employment requires an initial understanding of the changes in total employment since the last reference period. Employment for each year from 1978 through 1981 and the survey references months are included on page 3 of this report. These data are also discussed throughout the text of this publication.

A section of this report on survey methodology includes a brief review of the survey results including an explanation of the sample, sampling techniques and the universe from which it was drawn. Estimating procedures and the types of sampling and non-sampling errors which can occur are discussed.

The criteria for data publication follows strict guidelines to insure that the information presented is realistic and as free from error as possible. No industry is published in which the response level was less than 60 percent, or the employment total less than one thousand. Occupations with estimated employment of less than 10 are not published. This employment is grouped into an "all other" category. Judgement and experience are also used in establishing the credibility of estimates.

Our next survey covering wholesale and retail trade, as well as regulated industries is currently in the data collection phase. We hope this series of publications is of value to you and would appreciate any comments you may have.

SCOPE OF SURVEY

This survey covered the following Standard Industrial Classifications, as defined in the 1972 Manual. For your convenience listed below are the two digit SIC Codes with their short titles.

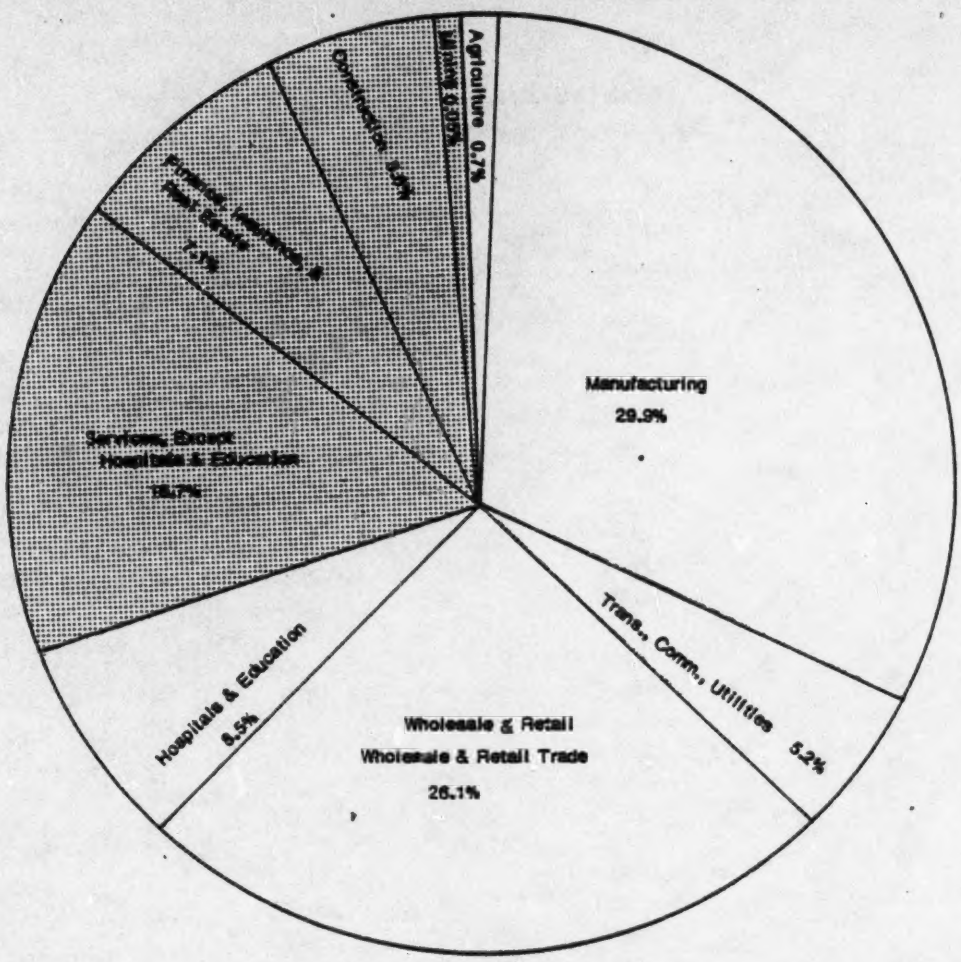
SIC CODE	SHORT TITLES
10-14	Mining, Oil and Gas Extraction
15	General Building Contractors
16	Nonbuilding Contractors
17	Special Trades Contractors
60	Banking
61	Credit Agencies
62	Security, Commodity Brokers
63	Insurance
64	Insurance Agents
65	Real Estate
66	Combined Real Estate and Insurance
67	Investment Companies
70	Hotels and Lodging Places
72	Personal Services
73	Business Services
75	Auto Repair and Services
76	Miscellaneous Repair
78	Motion Pictures
79	Amusement and Recreation
80 ex. 806	Health (except hospitals)
81	Legal Services
83	Social Services
84	Museums
86	Membership Organizations
89	Miscellaneous Services

Selected Nonmanufacturing Employment Trends 1978-1981 1/

SIC	Reference Month	1978	1979	1980	1981
10-14	May	900	900	1,050	1,100
15	May	21,550	23,250	21,750	22,200
16	May	9,350	9,250	8,650	8,900
17	May	43,500	48,400	47,300	48,300
60	May	43,800	45,200	47,550	49,850
61	May	8,350	8,650	9,100	9,400
62	June	7,350	7,700	8,900	9,900
63	May	45,650	47,750	49,050	50,200
64	May	13,450	14,200	14,850	15,000
65	May	17,950	18,600	19,440	20,650
66	May	1,200	1,200	1,150	1,150
67	June	1,650	2,550	2,650	2,750
70	May	21,000	22,450	22,700	23,100
72	May	24,150	25,300	24,850	24,300
73	June	89,600	99,700	108,450	113,750
75	May	14,650	15,950	15,400	15,150
76	June	6,300	6,800	7,150	7,350
78	April	3,650	4,050	4,150	4,100
79	April	13,600	14,950	15,750	15,600
80 (ex. 806)	May	80,150	84,800	88,730	92,750
81	June	12,000	12,800	13,500	14,500
83	May	27,400	31,660	36,950	38,350
84	April	2,600	2,500	2,650	2,750
86	April	16,750	16,900	17,900	17,550
89	June	33,550	37,500	40,200	41,700
TOTAL.....		560,100	603,000	630,000	650,350

1/ Figures for 1978-1980 were revised where necessary to eliminate the effect of changes due to industry recoding (SIC's 15,65,67,75,76,79,80,83,86,89)

DISTRIBUTION OF COVERED EMPLOYMENT 1/ – JUNE 1981



INDUSTRY	JUNE 1981 EMPLOYMENT	PERCENT OF TOTAL
Agriculture	16,836	0.7
Mining	1,118	0.05
Construction	82,218	3.6
Manufacturing	678,059	29.9
Trans., Comm., Util.	117,893	5.2
Wholesale & Retail Trade	590,855	26.1
Fin., Ins., Real Estate	161,267	7.1
Total Services	615,770	27.2
Hospitals & Education	193,128	8.5
Services, Except Hosp. & Ed.	422,642	18.7
Total All Industries	2,264,016	100.0

Survey Coverage

1/ Excludes government.

CONSTRUCTION
(SIC 15-16-17)

This industrial division, despite its susceptibility to economic changes, has shown an overall employment growth of nearly seven percent between 1978 and 1981. However, employment is off two percent from a 1979 peak.

The growth between 1978 and 1979 was concentrated in SIC 17 (special trade construction), and to a lesser extent in SIC 15 (building construction). Since 1979 special trade construction has remained relatively stable, despite the bleak picture that has and still exists in the home building sector. (At the time of this publication, August 1982, national reports indicate a sharp rise in the issuance of multiple and single family premises.) The impact of employment changes in this division is multiplied by the ripple effect it has on other industries in the trade sector. With new hotel construction nearing completion, it can be anticipated that there will be a slackening of employment growth in SIC 154.

The universe of establishments in this division is dominated by those employing less than 10, with only three having over 500 employees. Response to our survey seems to indicate that small establishments are adaptable to seasonal demands. Plumbing contractors, for example can meet the demands for air-conditioning installation.

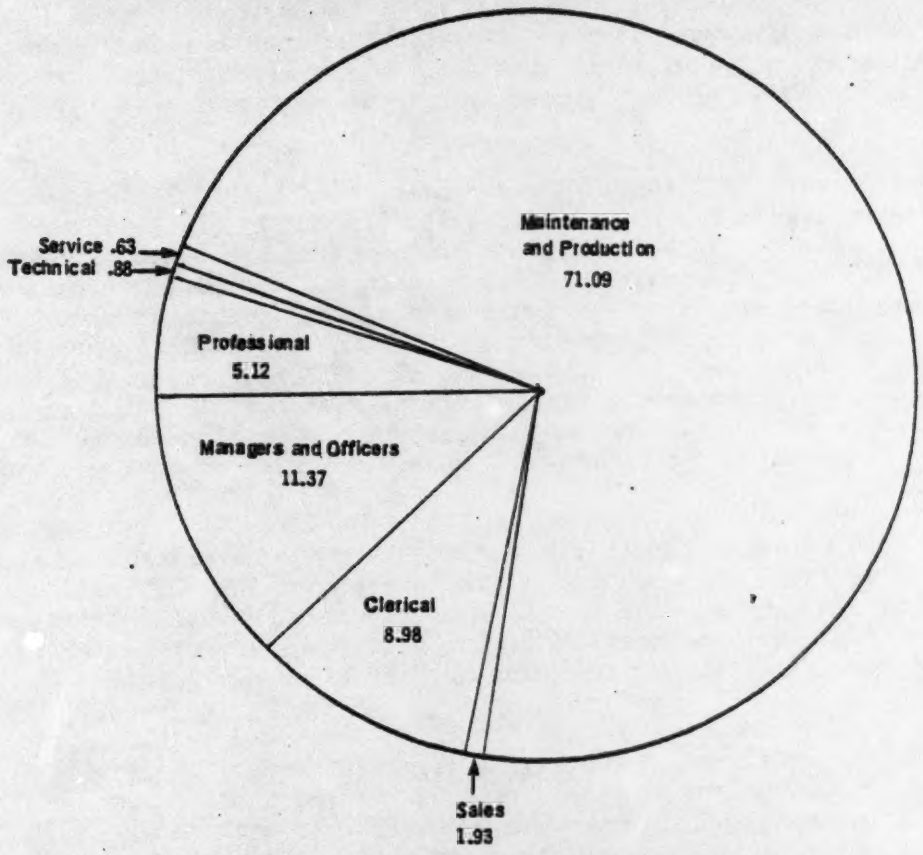
The profile of occupations in this sector is dominated by the maintenance and production group, accounting for over seventy percent of employment. In this group, highly skilled trades, all of which are apprenticable, account for more than two-thirds of employment. Carpenters, electricians and plumbers and their helpers dominate.

A very notable growth of nearly 1,000 (since 1978) in professional occupations is most likely accounted for by the large construction projects in the Boston area. These projects require many more engineers, an occupational category that grew significantly.

SIC 15 - 16 - 17

This division includes Building Construction, General Contractors, Operative Builders, Construction other than Building Construction, and Special Trade Contractors.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Carpenters	9,430	6.	Electricians	4,380
2.	Managers and Officers	9,050	7.	All Other Semiskilled Workers	3,010
3.	All Other Skilled Workers	7,010	8.	Heavy Equipment Operators	2,870
4.	All Other Laborers	6,480	9.	Truck Drivers	2,840
5.	Plumbers and Pipefitters	5,690	10.	Painters, Maintenance	2,300

These 10 occupational categories make up 67% of total industry employment.

OCCUPATIONS OF EMPLOYEES
BUILDING CONSTRUCTION, GENERAL CONTRACTORS, OPERATIVE BUILDERS
(SIC 15, 16, 17)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	79,510	100.00	N/A
Managers and Officers.....	9,050	11.37	8
Professional Occupations.....	4,070	5.12	N/A
Civil Engineers.....	470	0.58	*
Mechanical Engineers.....	360	0.44	*
All Other Engineers.....	680	0.86	N/A
Purchasing Agent.....	190	0.23	*
Accountants and Auditors.....	590	0.73	26
Cost Estimator.....	1,570	1.97	18
All Other Professional.....	210	0.26	N/A
Technical Occupations.....	700	0.88	N/A
Computer Programmer.....	30	0.04	*
Drafter.....	370	0.45	32
All Other Technicians.....	300	0.42	N/A
Service Occupations.....	500	0.63	N/A
Maintenance & Production Occupations	56,520	71.09	N/A
Mechanics and Repairmen.....	1,590	2.00	N/A
Truck Driver.....	2,840	3.57	24
Bricklayer.....	1,660	2.09	*
Carpenter.....	9,430	11.85	20
Electrician.....	4,380	5.50	20
Supervisor, Woodworking.....	1,130	1.41	27
Heavy Equipment Operator.....	2,870	3.61	24
Painter, Maintenance.....	2,300	2.88	29
Pipe Layer.....	660	0.83	*
Plumber, Pipefitter.....	5,690	7.15	15
Sheet Metal Worker.....	1,970	2.47	*
Asphalt Raker.....	370	0.47	*
Carpenter Helper.....	1,690	2.12	24
Electrician Helper.....	1,080	1.36	26
Plumber, Pipefitter Helper.....	540	0.68	35

SIC 15, 16, 17 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
All Other Helpers, Skilled.....	1,840	2.31	N/A
All Other Skilled Workers.....	7,010	8.82	N/A
All Other Semiskilled Workers.....	3,010	3.79	N/A
All Other Laborers.....	6,480	2.31	N/A
Clerical Occupations.....	7,140	8.98	N/A
Office Machine Operators.....	70	0.09	*
Bookkeeper, Hand.....	1,340	1.69	18
General Clerk, Office.....	1,910	2.40	18
Payroll, Timekeeping Clerk.....	420	0.52	27
Secretary.....	1,880	2.35	17
Switchboard Operator/Receptionist.	50	0.06	*
Typist.....	740	0.92	27
All Other Clerical Workers.....	400	0.66	N/A
Plant Clerical Workers.....	330	0.42	N/A
Sales Occupations.....	1,530	1.93	N/A
Sales Agents.....	1,530	1.93	N/A

N/A Relative Error Not Available

* Relative error for this occupation was above normally publishable criteria (35 percent), however, because of the importance of the occupation within the industry, the employment was published.

Note: May not add to totals due to rounding.

BANKING
(SIC 60)

This major group continues to show employment growth despite economic conditions that have adversely affected the banking industry. With employment of nearly 50,000 (a growth of 14 percent since 1978) and with more than 750 establishments, the industry contributes substantially to the economy across the state.

Since 1978 the number of establishments employing 100 or more persons has increased from 85 to 99. These larger units account for only 13 percent of establishments but nearly 70 percent of employment. Bank mergers, expansion of branches, and growth of centralized computer operations have more than offset the widespread use of automated tellers.

Since the banking industry has shown employment growth during periods of economic uncertainties, it can be expected that this industry will continue to contribute to the growth of the state economy as monetary conditions stabilize. Further growth may also develop if the industry is permitted to enter other proposed financial fields, currently under consideration.

Clerical occupations account for more than 70 percent of employment, with tellers leading the clerical category with employment of more than 11,000. The clerical category, with over 40 published occupations affords employment opportunities to both the highly experienced as well as recent high school gradnate.

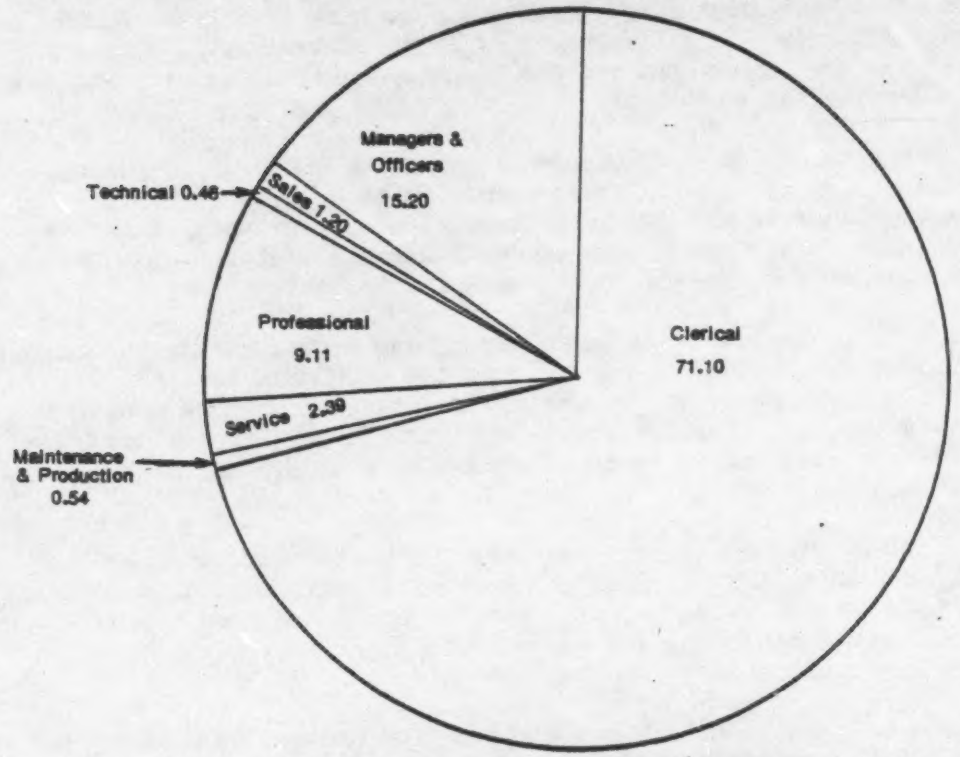
The professional and technical categories, with a combined employment of nearly 5,000, are dominated by accountants (860), systems analysts (550), personnel specialists (280), credit and financial specialists (510) and computer programmer (190).

Mutual savings banks (SIC 603) have less than three percent of employment in the professional occupations. It would appear that this small percentage may be accounted for by either pooled or purchased data processing facilities. In contrast, clerical occupations account for over 75 percent of employment.

BANKING (SIC 60)

This major group includes institutions which are engaged in deposit banking or closely related functions, including fiduciary activities.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1. Teller	11,300	6. All Other Professional Workers	1,940
2. Managers and Officers	7,580	7. Secretary	1,770
3. General Clerk	3,740	8. New Accounts Teller	1,540
4. All Other Office Clerical Workers	2,820	9. Proof Machine Operator	1,320
5. Clerical Supervisor	2,550	10. Accounting Clerk	1,000

These 10 occupations make up 71% of total industry employment

OCCUPATIONS OF EMPLOYEES
BANKING (SIC 60)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	49,860	100.00	N/A
Managers and Officers	7,580	15.20	5
Professional Occupations	4,540	9.11	N/A
Financial Analyst	270	0.53	25
Economist	10	0.02	N/A
All Other Social Scientist	10	0.01	N/A
Systems Analyst, EDP	550	1.10	3
Purchasing Agent and/or Buyer	70	0.13	14
Accountants and Auditors	860	1.72	5
Budget Analyst	50	0.10	21
Credit Analyst, Chief	120	0.23	28
Credit Analyst	120	0.23	11
Lawyer	40	0.08	N/A
Personnel & Labor Relations Spec.	280	0.56	13
Public-Relations Practitioner	90	0.18	14
Appraiser, Real Estate	130	0.26	49
All Other Professional Workers	1,940	3.88	N/A
Technical Occupations	230	0.46	N/A
Computer Programmer	190	0.38	13
Engineering Technician	30	0.05	N/A
All Other Technicians	10	0.01	N/A
Service Occupations	1,190	2.39	N/A
Janitors, Porters & Cleaners	700	1.39	21
Guards & Doorkeepers	300	0.59	11
Food Service Workers	120	0.24	5
Supervisor, Nonworking Service	10	0.01	N/A
All Other Service Workers	60	0.12	N/A
Maintenance and Production Occupations	270	0.54	N/A
Mechanic, Maintenance	20	0.03	N/A
Truck Driver	20	0.04	9
Carpenter	20	0.04	10
Delivery & Route Worker	40	0.07	5
Electrician	10	0.02	N/A
Supervisor, Nonworking	10	0.02	8
Helper, Trades	10	0.01	29
Painter, Maintenance	10	0.01	11
Parking Lot Attendant	20	0.03	21

SIC 60 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Stationary Engineer	10	0.02	N/A
Chauffeur	10	0.01	N/A
All Other Skilled Workers	10	0.03	N/A
All Other Semiskilled Workers	50	0.10	N/A
All Other Laborers	30	0.05	N/A
Clerical Occupations	35,450	71.10	N/A
Addressing Machine Operator	20	0.03	10
Bookkeeping/Billing Machine Operator	120	0.23	30
Computer Operator	460	0.92	18
Keypunch Operator	430	0.85	10
Peripheral EDP Equipment Operator	440	0.88	10
Proof Machine Operator	1,320	2.65	19
Inserting/Labeling Machine Operator	20	0.03	24
Duplicating Machine Operator	50	0.10	20
Coin Machine Operator and/or Currency Sorter	170	0.33	6
All Other Office Machine Operators	250	0.50	N/A
Stenographer	40	0.07	26
Accounting Clerk	1,000	2.00	8
Bookkeeper, Hand	290	0.58	27
Adjustment Clerk	140	0.27	23
Checking Clerk, Bank	360	0.72	44
Collector	570	1.14	17
Credit Reporter	230	0.45	28
File Clerk	760	1.53	28
Insurance Clerk	90	0.17	38
General Clerk, Office	3,740	7.50	9
Mail Clerk	540	1.07	24
Messenger, Bank	90	0.17	19
New-Accounts Teller	1,540	3.08	12
Payroll/Timekeeping Clerk	190	0.37	26
Personnel Clerk	130	0.26	27
Procurement Clerk	20	0.04	43
Safe Deposit Clerk	330	0.66	18
Secretary	1,770	3.55	9
Statement Clerk	760	1.52	17
Statistical Clerk	70	0.13	5
Switchboard Operator	190	0.38	18
Switchboard Operator/Receptionist	120	0.24	17
Messenger	420	0.85	25
Teller	11,300	22.66	11
Transit Clerk	140	0.28	24
Travel Clerk	10	0.01	N/A
Typist	670	1.35	16
Clerical Supervisor	2,550	5.10	10
Credit Clerk	570	1.14	12
Mortgage Closing Clerk	310	0.62	27

SIC 60 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Loan Closer	320	0.64	24
All Other Office Clerical Workers	2,820	5.65	9
Shipping/Receiving Clerk	20	0.04	11
Stock Clerk, Stockroom	50	0.10	13
All Other Plant Clerical Workers .	20	0.05	N/A
Sales Occupations	600	1.20	N/A
Sales Agent, Financial	510	1.01	9
All Other Sales Agent	90	0.18	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
FEDERAL RESERVE BANKS (SIC 601)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	1,580	100.00	N/A
Managers and Officers	130	8.23	N/A
Professional Occupations	140	8.86	N/A
Financial Analyst	70	4.40	N/A
Economist	10	0.32	N/A
Accountants and Auditors	30	1.77	N/A
Personnel/Labor Relations Specialist	10	0.78	N/A
Public Relations Practitioner	10	0.92	N/A
All Other Professionals	10	0.66	N/A
Technical Occupations	40	2.53	N/A
Computer Programmer	20	0.98	N/A
Engineering Technicians	20	1.57	N/A
Service Occupations	140	8.86	N/A
Janitors, Porters, Cleaners	100	6.44	N/A
Guards and Doorkeepers	40	2.76	N/A
Maintenance and Production Occupations	70	4.43	N/A
Mechanic, Maintenance	20	0.98	N/A
Carpenter	10	0.32	N/A
Electrician	10	0.39	N/A
Stationary Engineer	10	0.78	N/A
All Other Skilled Workers	20	1.00	N/A
Clerical Occupations	1,060	67.09	N/A
Computer Operator	20	1.31	N/A
Proof Machine Operator	30	1.90	N/A
Duplicating Machine Operator	10	0.32	N/A
Coin Machine Operator &/or Currency	60	3.61	N/A
All Other Office Machine Operators	50	3.10	N/A
Stenographer	10	0.32	N/A
Accounting Clerk	40	2.30	N/A
Bookkeeping, Hand	10	0.32	N/A
File Clerk	10	0.39	N/A
General Clerk, Office	490	32.08	N/A
Mail Clerk	40	2.49	N/A

SIC 601 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Payroll/Timekeeping Clerk	10	0.32	N/A
Secretary	60	3.61	N/A
Statistical Clerk	20	1.31	N/A
Teller	10	0.52	N/A
Typist	30	2.16	N/A
Clerical Supervisor	100	6.50	N/A
Sorting Clerk, Bank	40	2.69	N/A
All Other Clerical Workers	20	1.32	N/A
Sales Occupations	0	0	0

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
COMMERCIAL AND STOCK SAVINGS BANKS (SIC 602)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	35,030	100.00	N/A
Managers and Officers	5,080	14.50	7
Professional Occupations	4,000	11.42	N/A
Financial Analyst	190	0.53	35
Economist	10	0.02	N/A
All Other Social Scientist	10	0.01	N/A
Systems Analyst, EDP	540	1.55	3
Purchasing Agent &/or Buyer	40	0.12	18
Accountants and Auditors	680	1.94	4
Budget Analyst	40	0.10	28
Credit Analyst, Chief	110	0.31	29
Credit Analyst	100	0.28	6
Lawyer	40	0.11	N/A
Personnel&Labor Relations Specialist	230	0.64	16
Public Relations Practitioner	50	0.13	12
All Other Professional Workers	1,960	5.60	N/A
Technical Occupations	170	0.49	N/A
Computer Programmer	160	0.46	14
All Other Technicians	10	0.03	N/A
Service Occupations	700	2.00	N/A
Janitors, Porters, & Cleaners	320	0.91	43
Guards & Doorkeepers	210	0.58	10
Food Service Workers	110	0.32	2
All Other Service Workers	60	0.17	N/A
Maintenance and Production Occupations	210	0.60	N/A
Truck Driver	20	0.06	9
Carpenter	20	0.04	13
Delivery & Route Worker	40	0.10	N/A
Electrician	10	0.01	N/A
Supervisor, Nonworking	10	0.02	N/A
Helper, Trades	10	0.02	38
Painter, Maintenance	10	0.01	17
Parking Lot Attendant	10	0.03	N/A
Chauffeur	10	0.01	N/A
All Other Skilled Workers	50	0.13	N/A
All Other Laborers	20	0.06	N/A

SIC 602 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Occupations	24,410	69.68	N/A
Addressing Machine Operator	20	0.04	11
Bookkeeping/Billing Machine Operator	70	0.19	46
Computer Operator	350	1.00	22
Keypunch Operator	410	1.17	11
Peripheral EDP Equipment Operator	440	1.26	10
Proof Machine Operator	1,280	3.66	19
Inserting Labeling Machine Operator	10	0.03	17
Duplicating Machine Operator	50	0.12	23
Coin Machine Operator &/or Currency	110	0.31	9
All Other Office Machine Operators	200	0.58	9
Stenographer	20	0.05	38
Accounting Clerk	740	2.11	10
Bookkeeper, Hand	200	0.57	39
Adjustment Clerk	130	0.36	25
Cashier	10	0.02	N/A
Collector	440	1.24	22
Credit Reporter	200	0.56	32
File Clerk	580	1.64	36
General Clerk, Office	2,630	7.51	12
Mail Clerk	400	1.15	32
Messenger, Bank	70	0.18	19
New-Accounts Teller	930	2.65	18
Payroll Timekeeping Clerk	160	0.45	30
Personnel Clerk	90	0.26	37
Safe Deposit Clerk	230	0.65	25
Secretary	1,390	3.96	12
Statement Clerk	470	1.34	25
Statistical Clerk	40	0.11	2
Switchboard Operator	110	0.30	30
Switchboard Operator/Receptionist	20	0.05	29
Messenger	380	1.08	28
Teller	6,190	17.70	20
Transit Clerk	120	0.33	27
Travel Clerk	10	0.01	N/A
Typist	460	1.30	22
Clerical Supervisor	1,910	5.45	12
Credit Clerk	380	1.07	16
Loan Closer	190	0.54	38
All Other Office Clerical Workers	2,890	8.26	N/A
Production Clerk/Coordinator	20	0.04	N/A
Shipping/Receiving Clerk	20	0.05	13
Stock Clerk, Stockroom	40	0.11	13

SIC 602 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sales Occupations	460	1.31	N/A
Sales Agent, Financial	410	1.17	9
All Other Sales Agent	50	0.14	31

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
MUTUAL SAVINGS BANKS (SIC 603)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	13,070	100.00	N/A
Managers and Officers.....	2,280	17.43	4
Professional Occupations.....	370	2.83	N/A
Purchasing Agent and/or Buyer.....	20	0.18	23
Accountants and Auditors.....	140	1.05	20
Budget Analyst.....	10	0.09	35
Personnal & Labor Relation Specialists	40	0.31	16
Public Relations Practitioner.....	30	0.23	35
Appraiser, Real Estate.....	60	0.42	29
All Other Professional Workers.....	70	.54	N/A
Technical Occupations.....	20	.15	N/A
All Other Technicians.....	20	.13	N/A
Service Occupations.....	350	2.68	N/A
Janitors, Porters, and Cleaners.....	280	2.14	18
Guards and Doorkeepers.....	50	0.36	49
All Other Service Workers.....	20	.11	N/A
Maintenance and Production Occupations..	20	.15	N/A
All Other Semiskilled Workers.....	10	.10	N/A
All Other Laborers.....	10	.05	N/A
Clerical Occupations.....	9,920	75.84	N/A
Bookkeeping/Billing Machine Operator..	50	0.36	36
Computer Operator.....	90	0.67	39
Keypunch Operator.....	10	0.08	45
All Other Office Machine Operators....	30	.19	N/A
Stenographer.....	10	0.09	49
Accounting Clerk.....	230	1.72	19
Bookkeeper, Hand.....	90	0.68	21

SIC 603 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Checking Clerk, Bank	60	0.44	24
Collector	130	1.02	21
Credit Reporter	30	0.23	25
File Clerk	180	1.36	25
Insurance Clerk	60	0.49	22
General Clerk, Office	550	4.24	24
Mail Clerk	90	0.69	15
New Accounts Teller	610	4.65	10
Payroll Timekeeping Clerk	30	0.19	44
Personnel Clerk	40	0.27	20
Receptionist	40	0.26	45
Safe Deposit Clerk	100	0.78	17
Secretary	270	2.10	12
Statement Clerk	290	2.23	15
Switchboard Operator	80	0.62	19
Switchboard Operator/Receptionist	100	0.73	21
Messenger	40	0.30	17
Teller	5,100	39.14	4
Transit Clerk	20	0.18	50
Typist	180	1.41	19
Clerical Supervisor	530	4.07	14
Credit Clerk	190	1.48	18
Mortgage Closing Clerk	190	1.45	19
Sorting Clerk, Bank	40	0.29	35
Loan Closer	130	0.98	17
All Other Office Clerical	310	2.39	N/A
Stock Clerk, Stockroom	10	0.09	36
All Other Plant Clerical Workers	10	0.03	N/A
Sales Occupations	110	.84	N/A
Sales, Agent, Financial	60	0.43	35
All Other Sales Agents	40	0.32	N/A
All Other Sales Workers	10	.05	N/A

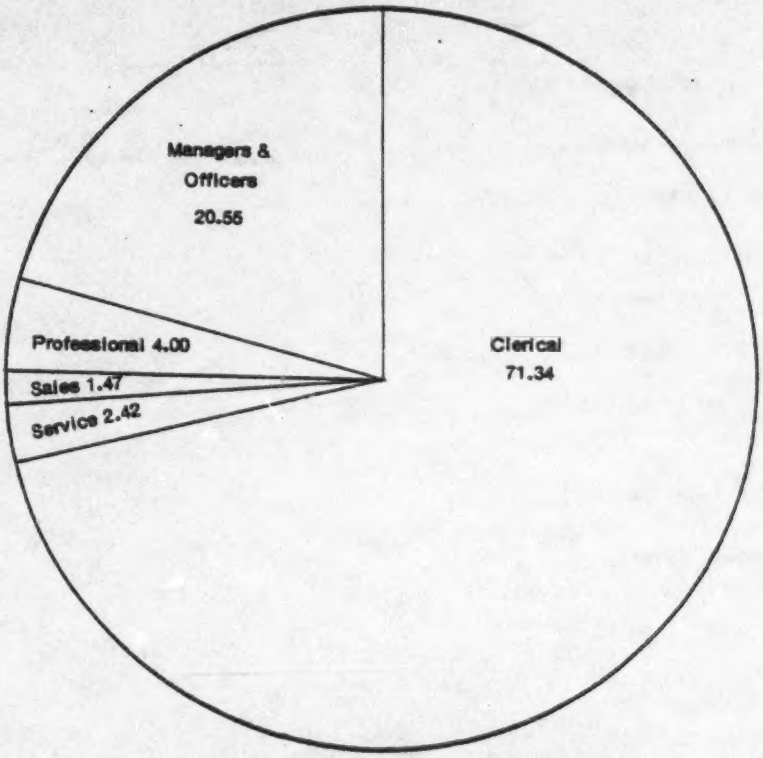
N/A Relative Error Not Available

Note: May not add to totals due to rounding

CREDIT AGENCIES OTHER THAN BANKS (SIC 61)

This major group includes establishments engaged in extending credit in the form of loans but not engaged in deposit banking.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Teller	2,880	6.	Credit Clerk	330
2.	Managers and Officers	1,950	7.	Loan Closer	260
3.	Clerical/Supervisor	550	8.	Secretary	250
4.	General Clerk	410	9.	Collector	210
5.	New Accounts Teller	360	10.	Accounting Clerk	210

These 10 occupations make up 78% of total industry employment

Note: Technical and Maintenance and Production categories have less than 1% of the industry employment

OCCUPATIONS OF EMPLOYEES
CREDIT AGENCIES OTHER THAN BANKS (SIC 61)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	9,490	100.00	N/A
Managers and Officers	1,950	20.55	3
Professional Occupations	380	4.00	N/A
Systems Analyst, EDP	10	0.11	41
Accountants and Auditors	120	1.22	15
Credit Analyst, Chief	90	0.95	30
Credit Analyst	60	0.66	28
Lawyer	10	0.12	28
Personnel & Labor Relations Spec.	10	0.14	12
Public-Relations Practitioner	30	0.29	36
Appraiser, Real Estate	20	0.25	14
All Other Professional Workers	30	0.32	N/A
Technical Occupations	10	0.11	N/A
Computer Programmer	10	0.07	35
Service Occupations	230	2.42	N/A
Janitors, Porters, & Cleaners	180	1.88	14
Guards & Doorkeepers	30	0.26	32
Food Service Workers	10	0.05	35
All Other Service Workers	10	0.06	N/A
Maintenance and Production Occupations	10	0.11	N/A
All Other Laborers	10	0.05	N/A
Clerical Occupations	6,770	71.34	N/A
Bookkeeping/Billing Machine Operator	60	0.58	22
Computer Operator	60	0.63	21
Peripheral EDP Equipment Operator	10	0.06	44
Proof Machine Operator	10	0.07	38
All Other Office Machine Operators	10	0.13	N/A
Stenographer	10	0.10	28
Accounting Clerk	210	2.21	11
Bookkeeper, Hand	200	2.10	11
Adjustment Clerk	10	0.11	33
Cashier	50	0.54	40
Checking Clerk, Bank	30	0.29	22
Collector	210	2.24	12
Credit Reporter	10	0.09	47

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
File Clerk	110	1.16	13
Insurance Clerk	10	0.13	19
General Clerk, Office	410	4.34	15
Mail Clerk	30	0.32	14
New-Accounts Teller	360	3.77	12
Payroll/Timekeeping Clerk	10	0.13	27
Receptionist	40	0.41	16
Safe Deposit Clerk	30	0.34	16
Secretary	250	2.62	11
Statement Clerk	160	1.68	14
Switchboard Operator	30	0.31	19
Switchboard Operator/Receptionist	60	0.63	14
Messenger	20	0.16	25
Teller	2,880	30.42	3
Typist	90	0.90	15
Clerical Supervisor	550	5.81	8
Credit Clerk	330	3.43	15
Mortgage Closing Clerk	70	0.78	10
Sorting Clerk, Bank	20	0.25	20
Loan Closer	260	2.70	9
All Other Office Clerical Workers	160	1.65	N/A
Stock Clerk, Stockroom	10	0.07	49
Sales Occupations	140	1.47	N/A
Sales Agent, Financial	70	0.75	25
All Other Sales Agents	20	0.22	N/A
Sales Clerk	50	0.52	29

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
SAVINGS AND LOAN ASSOCIATIONS (SIC 612)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	4,980	100.00	N/A
Managers and Officers	980	19.68	4
Professional Occupations	110	2.21	N/A
Purchasing Agent &/or Buyer	10	0.10	N/A
Accountants and Auditors	30	0.54	36
Personnel & Labor Relations Specialist	10	0.18	N/A
Public Relations Practitioner	20	0.42	47
Appraiser, Real Estate	20	0.38	16
All Other Professional Workers	20	0.36	N/A
Service Occupations	140	2.81	N/A
Janitors, Porters, & Cleaners	100	2.02	22
Guards & Doorkeepers	20	0.46	35
Food Service Workers	10	0.10	35
All Other Service Workers	10	0.10	N/A
Maintenance and Production Occupations	10	0.20	N/A
All Other Laborers	10	0.18	N/A
Clerical Occupations	3,710	74.50	N/A
Bookkeeping/Billing Machine Operator	20	0.46	16
Computer Operator	30	0.56	26
Accounting Clerk	100	1.96	12
Bookkeeper, Hand	60	1.19	22
Checking Clerk, Bank	10	0.28	12
Collector	20	0.46	18
File Clerk	60	1.25	15
Insurance Clerk	10	0.18	N/A
General Clerk, Office	120	2.44	24
Mail Clerk	20	0.46	15
New-Accounts Teller	310	6.22	14
Payroll/Timekeeping Clerk	10	0.16	31
Personnel Clerk	10	0.16	N/A
Receptionist	10	0.22	18
Safe Deposit Clerk	30	0.54	17
Secretary	100	2.04	12
Statement Clerk	90	1.79	11
Switchboard Operator	20	0.46	23
Switchboard Operator/Receptionist	30	0.56	16

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Messenger	20	0.32	25
Teller	2,020	40.78	4
Typist	50	0.90	23
Clerical Supervisor	290	5.94	9
Credit Clerk	50	0.93	23
Mortgage Closing Clerk	50	0.95	11
Sorting Clerk, Bank	20	0.44	21
Loan Closer	60	1.13	11
All Other Office Clerical	90	1.74	N/A
Sales Occupations	30	0.60	N/A
Sales Agent, Financial	10	0.12	41
Sales Clerk	20	0.34	42

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
PERSONAL CREDIT INSTITUTIONS (SIC 614)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,720	100.00	N/A
Managers and Officers	730	19.62	5
Professional Occupations	230	6.18	N/A
Accountants and Auditors	50	1.31	23
Credit Analyst, Chief	80	2.18	33
Credit Analyst	60	1.50	31
Lawyer	10	0.13	35
Personnel/Labor Relations Specialist	10	0.13	35
Public Relations Practitioner	10	0.13	40
All Other Professionals	10	0.27	N/A
Service Occupations	70	1.88	N/A
Janitors, Porters & Cleaners	70	1.91	15
Maintenance and Production	—	—	—
Clerical Occupations	2,610	70.16	N/A
Bookkeeping/Billing Machine Operator	20	0.41	33
Computer Operator	20	0.54	40
Proof Machine Operator	10	0.16	44
All Other Office Machine Operators	10	0.35	N/A
Stenographer	10	0.13	35
Accounting Clerk	80	2.07	22
Bookkeeper, Hand	110	3.03	12
Adjustment Clerk	10	0.27	36
Cashier	50	1.42	40
Checking Clerk, Bank	10	0.38	43
Collecter	170	4.51	13
Credit Reporter	10	0.13	35
File Clerk	50	1.31	21
General Clerk, Office	200	5.49	16
Mail Clerk	10	0.21	33
New-Accounts Teller	40	1.12	18
Payroll/Timekeeping Clerk	10	0.13	49
Receptionist	30	0.71	22
Safe Deposit Clerk	10	0.16	41
Secretary	70	2.02	25

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Statement Clerk	50	1.47	32
Switchboard Operator	10	0.19	38
Switchboard Operator/Receptionist	20	0.51	22
Teller	800	21.81	7
Typist	30	0.76	24
Clerical Supervisor	250	6.88	14
Credit Clerk	230	6.20	18
Mortgage Closing Clerk	20	0.57	19
Loan Closer	190	5.19	11
All Other Office Clerical Workers	80	2.24	N/A
Sales Occupations	80	2.15	N/A
Sales Agent Financial	40	0.98	31
All Other Sales Agents	10	0.13	N/A
Sales Clerk	30	0.90	38

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

SECURITY BROKERS AND OTHER INVESTMENT COMPANIES
(SIC 62 and 67)

Contrary to the performance of the various investment indicies, these industries have shown an outstanding employment growth since 1978. Over this period, employment has increased by 3,650 (41 percent).

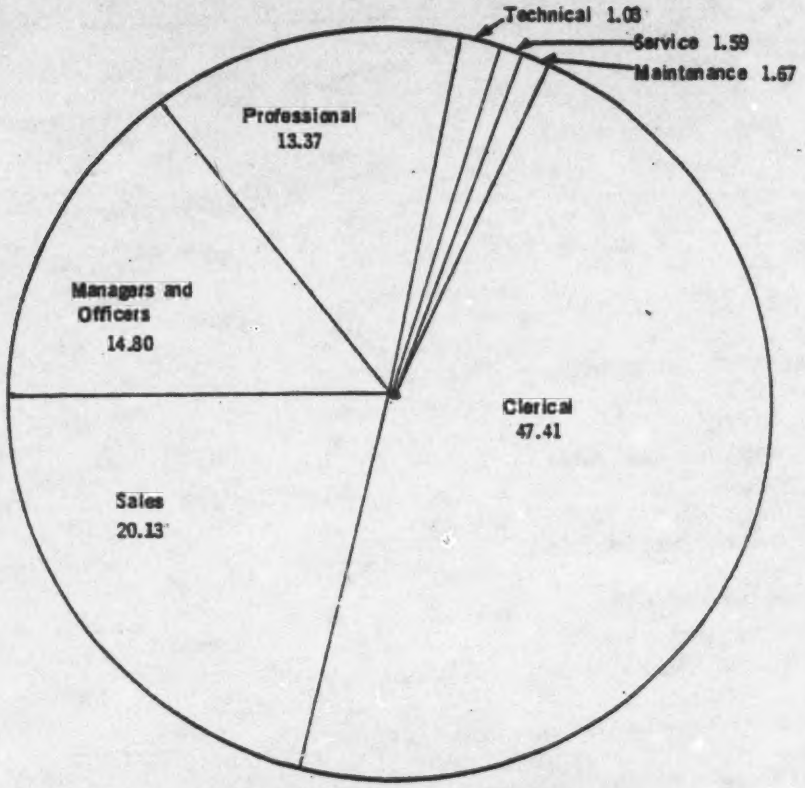
While the number of establishments remained unchanged, employment has become more concentrated in the larger establishments. Nearly 50 percent of employment is accounted for by only 28 establishments. Most of the employment growth is probably attributed to the creation of new investment vehicles and the expansion of computer operations.

Significant employment growth was recorded in the clerical (35 percent), professional (65 percent) and managerial (28 percent) categories. Clerical occupations represent nearly half of employment in these industries, and sales occupations continue to account for one out of five jobs.

SIC 62 and 67

These major groups include Security and Commodity Brokers, Dealers, Exchanges, and Services as well as Holding and Other Investment Offices.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Sales Agents - Securities	2,100	6.	All Other Professional	560
2.	Managers and Officers	1,860	7.	Financial Analysts	460
3.	Secretaries	1,790	8.	Accounting Clerks	390
4.	All Other Office Clerical Workers	850	9.	Accountants & Auditors	370
5.	General Clerk - Office	710	10.	Clerical Supervisors	340

These 10 occupational categories make up 75% of total industry employment.

OCCUPATIONS OF EMPLOYEES
SECURITY AND COMMODITY BROKERS, DEALERS, EXCHANGES AND SERVICES, HOLDING AND OTHER INVESTMENT OFFICES
(SIC 62 and 67)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	12,570	100.00	N/A
Managers and Officers	1,860	14.80	10
Professional Occupations	1,680	13.37	N/A
Financial Analyst	460	3.63	*
Statistician	20	0.17	*
Accountants and Auditors	370	2.98	27
Lawyer	30	0.22	*
Broker's Floor Representative	240	1.87	*
All Other Professional Workers	560	4.47	N/A
Technical Occupations	130	1.03	N/A
Computer Programmer	100	0.75	32
All Other Technicians	30	0.27	N/A
Service Occupations	200	1.59	N/A
Janitors, Porters and Cleaners	30	0.20	35
All Other Service Workers	170	1.36	*
Maintenance and Production Occupations	210	1.67	N/A
All Other Skilled Workers	70	0.06	N/A
All Other Semiskilled Workers	20	0.15	N/A
All Other Laborers	120	0.95	N/A
Clerical Occupations	5,960	47.41	N/A
Computer Operator	90	0.75	24
Keypunch Operator	150	1.21	14
All Other Office Machine Operators	140	1.12	N/A
Stenographer	60	0.43	24
Accounting Clerk	390	3.11	21
Dividend Clerk	60	0.44	*
Bookkeeper, Hand	180	1.42	35
Brokerage Clerk	260	2.03	*
Cashier	90	0.70	*

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
General Clerk, Office	710	5.62	28
Mail Clerk	120	0.97	16
Order Clerk	80	0.59	30
Purchase and Sales Clerk	80	0.63	*
Receptionist	90	0.75	31
Secretary	1,790	14.29	15
Switchboard Operator	40	0.34	*
Switchboard Operator/Receptionist	120	0.94	25
Messenger	120	0.98	*
Typist	200	1.61	35
Clerical Supervisor	340	2.71	*
All Other Office Clerical	850	6.78	N/A
Sales Occupations	2,530	20.13	N/A
Sales Agent-Financial	110	0.84	*
Sales Agent-Securities	2,100	16.77	32
Broker and Market Operator	70	0.59	*
All Other Sales Agent	240	1.89	31
Sales Clerk	10	0.09	28

N/A Relative Error Not Available

* Relative error for this occupation was above normally publishable criteria (35 percent); however, because of the importance of the occupation within the industry, the employment was published.

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
SERVICES ALLIED WITH THE EXCHANGE OF SECURITIES OR COMMODITIES (SIC 628)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,510	100.00	N/A
Managers and Officers	610	17.38	12
Professional Occupations	660	18.80	N/A
Financial Analyst	220	6.34	17
Statistician	20	0.43	7
Market Research Analyst	20	0.48	N/A
Systems Analyst, EDP	10	0.28	N/A
Purchasing Agent &/or Buyer	10	0.17	N/A
Accountants and Auditors	120	3.44	20
Lawyer	10	0.34	14
Personnel & Labor Relations Specialist	20	0.48	37
Broker's Floor Representative	50	1.31	28
All Other Professional Workers	180	5.10	N/A
Technical Occupations	60	1.71	N/A
Computer Programmer	40	1.23	20
All Other Technicians	20	0.57	N/A
Maintenance and Production	10	0.28	N/A
All Other Skilled Workers	10	0.34	N/A
Clerical Occupations	2,010	57.26	N/A
Computer Operator	40	1.17	12
Keypunch Operator	130	3.75	11
Duplicating Machine Operator	10	0.25	11
All Other Office Machine Operators	50	1.49	N/A
Stenographer	40	1.03	7
Accounting Clerk	210	5.99	8
Dividend Clerk	20	0.68	21
Bookkeeper, Hand	40	1.06	21
Brockerage Clerk	90	2.55	41
File Clerk	60	1.80	N/A
General Clerk, Office	320	9.18	14
Mail Clerk	80	2.18	2
Order Clerk	70	1.89	N/A
Personnel Clerk	10	0.28	30
Purchase and Sales Clerk	10	0.14	35
Receptionist	40	1.09	50

SIC 628 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Secretary	440	12.68	14
Statistical Clerk	30	0.94	43
Switchboard Operator	10	0.17	N/A
Switchboard Operator/Receptionist	30	0.88	22
Messenger	10	0.37	38
Transfer Clerk	10	0.28	N/A
Typist	50	1.43	23
Clerical Supervisor	130	3.61	13
All Other Office Clerical Workers	80	2.21	N/A
Sales Occupations	160	4.56	N/A
Sales Agent, Securities	90	2.46	28
All Other Sales Agents	70	2.04	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

INSURANCE, INSURANCE AGENTS, AND REAL ESTATE
(SIC 63,64,65,66)

With an employment growth of nearly 9,000 (11.2 percent) since 1978, these industries have again proven to be less affected by adverse economic conditions. Employment has grown steadily each year in this industry grouping.

Massachusetts has many life insurance companies home based in the state, several fire and casualty groups, and many New England mutuals dating back to revolutionary times. There are 547 insurance carriers (SIC 63) in the state with an average employment of nearly 100. Nine of these establishments account for nearly 25,000 jobs, or half of total employment in SIC 63. These establishments along with more than 5,000 insurance agents and brokers (SIC 64), real estate agents (SIC 65), and combination real estate, insurance, loans and law offices (SIC 66) now account for more than 87,000 jobs in the state. The industries included in these groups should reach employment of 100,000 before the end of the decade.

Professional occupations continue to show a strong trend with an increase of more than 11 percent. Among the occupations showing growth are accountants and auditors, personnel and labor relations specialists, special agents, and underwriters, the largest occupation in this group with employment of nearly 3,000 (27 percent of professionals).

The services and clerical categories show a growth of 57.8 and 12.6 percent respectively. Clerical occupations account for nearly 50 percent of employment in these industries. The growth in these categories of over 7,000 is significant not only in numbers but also in terms of the groups that are afforded employment opportunities, namely high school graduates. Automation has made great strides in these industry groups but instead of reducing employment, it has increased opportunities. In some cases occupational employment changes have varied significantly, but the skills required are usually transferable within the occupational group.

Sales occupations have increased by nearly 1,000. This increase of 12 percent may be accounted for by companies entering the securities field, but also by the general tendency to increase sales staffs in all industries.

OCCUPATIONS OF EMPLOYEES
INSURANCE, INSURANCE AGENTS, BROKERS AND SERVICE, REAL ESTATE,
COMBINATION OF REAL ESTATE, INSURANCE, LOANS, LAW OFFICES
(SIC 63,64,65,66)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	87,020	100.00	N/A
Managers and Officers.....	11,640	13.38	8
Professional Occupations.....	11,030	12.68	N/A
Engineers.....	120	0.13	*
Financial Analyst.....	390	0.44	15
Statistician.....	80	0.09	32
All Other Mathematical Scientists	460	0.53	N/A
Systems Analyst, EDP.....	820	0.93	17
Purchasing Agent and/or Buyer...	100	0.11	24
Accountants and Auditors.....	1,220	1.40	19
Budget Analyst.....	140	0.16	26
Investigator, Insurance.....	240	0.27	*
Lawyer.....	400	0.46	15
Nurse, Professional.....	50	0.05	28
Personnel & Labor Relation Specialist	410	0.47	11
Physician and/or Surgeon.....	30	0.02	10
Public-Relations Practitioner....	110	0.12	20
Safety Inspector.....	220	0.25	*
Title Examiner and/o Abstractor..	30	0.03	26
Special Agent, Insurance.....	440	0.50	*
Claim Examiner, Property.....	870	1.00	30
Underwriter.....	2,990	3.43	13
All Other Professional Workers...	1,910	2.20	N/A
Technical Occupations.....	1,560	1.79	N/A
Computer Programmer.....	1,000	1.14	20
Drafter.....	50	0.06	*
Mathmatical Technician.....	80	0.08	22
Technical Assistant, Library.....	20	0.02	27
All Other Technicians.....	410	0.46	N/A
Service Occupations.....	7,560	8.69	N/A
Maid.....	840	0.96	*
All Other Janitors, Porters.....	3,560	4.09	17
Guards and Doorkeepers.....	1,660	1.90	22
Supervisor, Nonworkers Service...	190	0.21	*
All Other Service Workers.....	1,310	1.51	N/A

SIC 63,64,65,66 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Maintenance and Production Occupations	6,370	7.32	N/A
All Other Mechanics and Repairers...	110	0.13	N/A
Truck Driver.....	10	0.01	33
Carpenter.....	580	0.66	30
Electrician.....	80	0.08	26
Supervisor, Nonworking.....	390	0.45	25
Maintenance Repairer, Gen. Utility..	2,490	2.86	16
Helper, Trades.....	360	0.41	31
Painter, Maintenance.....	310	0.35	24
Press Operator and/or Plate Printer	90	0.09	34
Gardener and Groundskeeper.....	1,020	1.17	26
All Other Skilled Workers.....	340	0.39	N/A
All Other Semiskilled Workers.....	200	0.23	N/A
All Other Laborers.....	390	0.44	N/A
Clerical Occupations.....	40,630	46.69	N/A
Bookkeeping/Billing Machine Operator	190	0.21	32
Computer Operator.....	430	0.49	24
Keypunch Operator.....	800	0.91	20
Peripheral EDP Equipment Operator	230	0.25	*
Duplicating Machine Operator.....	140	0.16	27
All Other Office Machine Operators	310	0.35	35
Stenographer.....	470	0.53	21
Accounting Clerk.....	1,930	2.21	12
Bookkeeper, Hand.....	1,590	1.82	11
Cashier.....	350	0.39	*
Claim Adjuster.....	1,090	1.25	*
Claims Clerk.....	1,000	1.15	30
Correspondence Clerk.....	270	0.31	*
File Clerk.....	2,030	2.33	18
General Clerk, Office.....	6,370	7.32	16
Library Assistant.....	10	0.01	28
Mail Clerk.....	460	0.52	21
Order Clerk.....	70	0.08	34
Payroll/Timekeeping Clerk.....	170	0.19	27
Personnel Clerk.....	130	0.14	21
Policy-Change Clerk.....	840	0.96	33
Rater.....	1,670	1.92	27
Real Estate Clerk.....	980	1.12	24
Receptionist.....	410	0.47	20
Secretary.....	5,910	6.79	10
Switchboard Operator.....	180	0.20	30
Switchboard Operator/Receptionist..	420	0.48	20
Messenger.....	80	0.08	33
Typist.....	2,590	2.98	18
Worksheet Clerk.....	320	0.37	31
Clerical Supervisor.....	2,470	2.84	11

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Insurance Checker	700	0.80	*
Claim Examiner, Life	1,880	2.15	*
All Other Office Clerical	3,870	4.45	N/A
Production Clerk/Coordinator	60	0.06	27
Shipping/Receiving Clerk	70	0.07	*
Stock Clerk, Stockroom	100	0.11	33
All Other Plant Clerical	40	0.05	N/A
Sales Occupations	8,230	9.46	N/A
Sales Agent, Insurance	6,830	7.84	31
All Other Sales Agent	1,350	1.54	N/A
All Other Sales Workers	50	0.05	N/A

N/A Relative Error Not Available

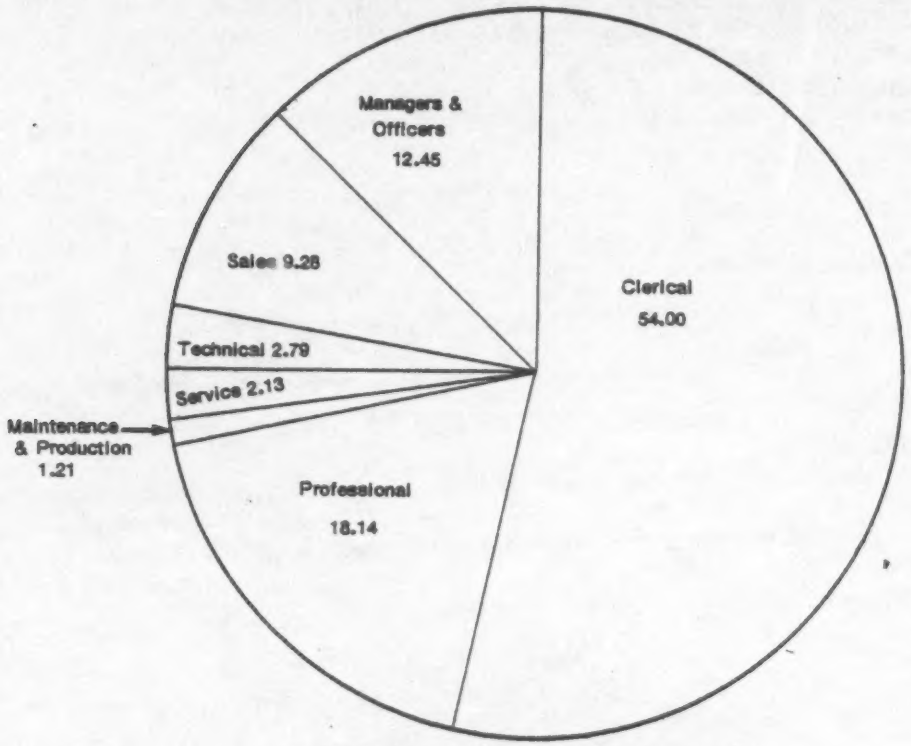
* Relative error for this occupation was above normally publishable criteria (35 percent); however, because of the importance of the occupation within the industry, the employment was published.

Note: May not add to totals due to rounding.

INSURANCE (SIC 63)

The major group includes insurance carriers of all types. Agents and brokers dealing in insurance and organizations rendering services to insurance carriers or to policyholders are classified in Major Group 64.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1. Managers and Officers	6,250	6. Underwriter	2,400
2. Sales Agents, Insurance	4,460	7. Typist	2,030
3. General Clerk	3,600	8. Clerical Supervisor	1,900
4. All Other Office Clerical Workers	3,300	9. Claim Examiner, Life	1,800
5. Secretary	2,790	10. All Other Professional Workers	1,610

These 10 occupations make up 60% of total industry employment

OCCUPATIONS OF EMPLOYEES
INSURANCE (SIC 63)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	50,220	100.00	N/A
Managers and Officers	6,250	12.45	10
Professional Occupations	9,110	18.14	N/A
All Other Engineers	110	0.21	N/A
Actuary	310	0.62	17
Financial Analyst	390	0.77	15
Statistician	80	0.15	31
All Other Mathematical Scientists	30	0.06	N/A
Systems Analyst, EDP	770	1.54	18
Purchasing Agent and/or Buyer	70	0.14	25
Accountants and Auditors	830	1.64	24
Budget Analyst	130	0.26	27
Credit Analyst	30	0.06	50
Law Clerk	30	0.05	47
Lawyer	380	0.76	15
Librarian, Professional	10	0.01	17
Nurse, Professional	40	0.08	29
Paralegal Personnel	20	0.04	21
Personnel & Labor Relation Specialists	390	0.77	11
Physician and/or Surgeon	30	0.04	10
Public Relations Practitioner	90	0.17	22
Safety Inspector	220	0.44	40
Special Agent, Insurance	360	0.71	38
Claims Examiner, Property	780	1.54	30
Underwriter	2,400	4.77	11
All Other Professional Workers	1,610	3.21	N/A
Technical Occupations	1,400	2.79	N/A
Computer Programmer	[illegible]	1.78	17
Drafter	[illegible]	0.02	33
Mathematical Technician	70	0.13	23
Technical Assistant, Library	20	0.03	30
All Other Technicians	400	0.79	N/A

SIC 63 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Service Occupations	1,070	2.13	N/A
Maid	40	0.06	23
All Other Janitors, Porters & Cleaners	460	0.90	38
Guards and Doorkeepers	160	0.30	24
Food Service Workers	360	0.70	14
All Other Service Workers	50	0.11	N/A
Maintenance and Production Occupations	610	1.21	N/A
Mechanic,Maintenance	40	0.07	22
All Other Mechanics & Repairers	20	0.04	N/A
Truck Driver	10	0.01	33
Carpenter	10	0.02	14
Delivery and Route Worker	10	0.02	38
Electrician	50	0.10	27
Supervisor, Nonworking	50	0.09	27
Maintenance Repair, General Utility	60	0.11	33
Painter, Maintenance	40	0.07	30
Plumber and/or Pipefitter	20	0.03	27
Press Operator and/or Plate Printer	80	0.16	34
Stationary Boiler Firer	10	0.01	41
Stationary Engineer	40	0.07	26
All Other Skilled Workers	60	0.13	N/A
All Other Semiskilled Workers	40	0.08	N/A
All Other Laborers	70	0.15	N/A
Clerical Occupations	27,120	54.00	N/A
Bookkeeping/Billing Machine Operator	130	0.25	30
Computer Operator	340	0.67	19
Keypunch Operator	670	1.33	10
Peripheral EDP Equipment Operator	210	0.41	41
Duplicating Machine Operator	130	0.26	28
All Other Office Machine Operators	290	0.57	34
Stenographer	350	0.68	23
Accounting Clerk	1,200	2.38	12
Bookkeeper, Hand	370	0.74	20
Cancellation Clerk	50	0.10	30
Cashier	170	0.32	30
Claim Adjuster	700	1.39	32
Claims Clerk	630	1.25	44
Correspondence Clerk	210	0.42	46
File Clerk	1,590	3.15	19
Insurance Clerk	40	0.08	37

SIC 63 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
General Clerk, Office	3,600	7.17	24
Library Assistant	10	0.02	28
Mail Clerk	390	0.77	17
Order Clerk	50	0.08	34
Payroll/Timekeeping Clerk	130	0.26	27
Personnel Clerk	100	0.19	13
Policy-change Clerk	350	0.70	32
Rater	1,250	2.48	34
Real Estate Clerk	840	1.67	27
Receptionist	100	0.20	32
Secretary	2,790	5.56	13
Statistical Clerk	120	0.24	24
Switchboard Operator	110	0.22	23
Switchboard Operator/Reception	150	0.29	24
Messenger	50	0.10	33
Typist	2,030	4.04	19
Worksheet Clerk	320	0.63	31
Clerical Supervisor	1,900	3.78	12
Insurance Checker	390	0.76	36
Claim Examiner, Life	1,800	3.59	43
Loan Closer	20	0.04	45
All Other Office Clerical	3,300	6.58	N/A
Production Clerk and/or Coordinator	60	0.10	27
Shipping/Receiving Clerk	50	0.10	46
Stock Clerk, Stockroom	90	0.18	32
All Other Plant Clerical	40	0.07	N/A
Sales Occupations	4,660	9.28	N/A
Sales Agents, Insurance	4,460	8.88	38
All Other Sales Agents	180	0.35	N/A
All Other Sales Workers	20	0.03	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
LIFE INSURANCE (SIC 631)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	26,790	100.00	N/A
Managers and Officers	3,670	13.70	16
Professional Occupations	4,150	15.49	N/A
Actuary	240	0.88	15
Financial Analyst	320	1.20	14
Statistician	20	0.06	44
Systems Analyst, EDP	640	2.38	20
Purchasing Agent &/or Buyer	30	0.10	47
Accountants and Auditors	270	1.00	26
Budget Analyst	110	0.41	32
Investigator, Insurance	10	0.04	42
Lawyer	140	0.53	20
Librarian, Professional	10	0.02	N/A
Nurse, Professional	20	0.07	35
Paralegal Personnel	10	0.04	19
Personnel & Labor Relations Specialist	280	1.03	12
Physician and/or Surgeon	20	0.08	6
Public-Relations Practitioner	60	0.20	7
Underwriter	790	2.93	22
All Other Professional Workers	1,180	4.41	N/A
Technical Occupations	750	2.80	N/A
Computer Programmer	660	2.48	21
Mathematical Technician	40	0.14	28
Technical Assistant Library	10	0.04	26
All Other Technicians	40	0.13	N/A
Service Occupations	610	2.28	N/A
Maid	40	0.13	23
All Other Janitors, Porters, & Cleaners	120	0.45	N/A
Guards & Doorkeepers	140	0.53	25
Food Service Workers	300	1.13	12
Elevator Operator	10	0.01	N/A
Maintenance and Production Occupations	420	1.57	N/A
Mechanic, Maintenance	30	0.12	21
Carpenter	10	0.05	14
Delivery & Route Worker	10	0.04	38
Electrician	30	0.12	26

SIC 631 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Supervisor, Nonworking	20	0.08	17
Maintenance Repairer, General Utility	40	0.16	37
Painter, Maintenance	10	0.05	48
Plumber &/or Pipefitter	20	0.05	27
Press Operator and/or Plate Printer	60	0.23	40
Stationary Engineer	30	0.12	27
All Other Skilled Workers	60	0.23	N/A
All Other Semiskilled Workers	50	0.18	N/A
All Other Laborers	50	0.17	N/A
Clerical Occupations	13,420	50.10	N/A
Bookkeeping/Billing Machine Operator	20	0.06	30
Computer Operator	230	0.87	17
Keypunch Operator	410	1.51	11
Peripheral EDP Equipment Operator	60	0.22	8
Duplicating Machine Operator	60	0.22	19
All Other Office Machine Operators	140	0.51	N/A
Stenographer	90	0.33	48
Accounting Clerk	660	2.45	19
Bookkeeper, Hand	180	0.68	18
Cancellation Clerk	10	0.01	N/A
File Clerk	480	1.80	44
Insurance Clerk	40	0.13	39
General Clerk, Office	2,500	9.32	32
Library Assistant	10	0.02	25
Mail Clerk	130	0.47	41
Order Clerk	20	0.05	14
Payroll/Timekeeping Clerk	60	0.22	46
Personnel Clerk	60	0.23	17
Policy-Change Clerk	210	0.78	32
Rater	370	1.38	45
Real Estate Clerk	720	2.68	27
Receptionist	30	0.10	26
Secretary	1,350	5.02	9
Statistical Clerk	50	0.19	32
Switchboard Operator	30	0.11	45
Typist	460	1.72	39
Clerical Supervisor	1,040	3.86	19
Loan Closer	20	0.07	50
All Other Office Clerical Workers	3,870	14.46	N/A
Production Clerk/Cooridinator	50	0.17	29
Shipping/Receiving Clerk	20	0.05	47
Stock Clerk, Stockroom	20	0.08	45
All Other Plant Clerical	20	0.08	N/A
Sales Occupations	3,770	14.07	N/A
Sales Agent, Insurance	3,770	14.07	44

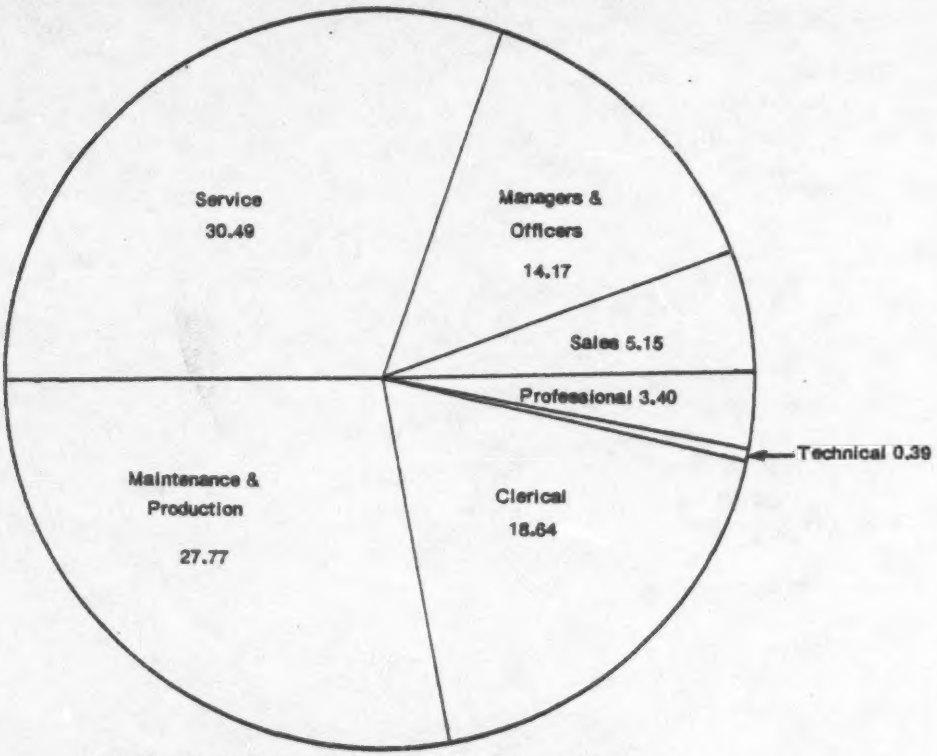
N/A Relative Error Not Available

Note: May not add to totals due to rounding.

REAL ESTATE (SIC 65)

This major group includes real estate operators, and owners and lessors of real property, as well as buyers, sellers, developers, agents, and brokers.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Janitors and Porters	3,830	6.	Sales Agents	1,030
2.	Managers and Officers	2,920	7.	Gardner and Groundskeeper	1,000
3.	Maintenance, Repair	2,430	8.	Carpenter	560
4.	Guards and Doorkeepers	1,470	9.	Food Service Worker	540
5.	Secretary	1,210	10.	All Other Office Clerical Workers	540

These 10 occupations make up 75% of total industry employment

OCCUPATIONS OF EMPLOYEES
REAL ESTATE (SIC 65)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	20,600	100.00	N/A
Managers and Officers.....	2,920	14.17	13
Professional Occupations.....	700	3.40	N/A
Accountants and Auditors.....	300	1.47	24
Title Examiner and/or Abstractor.....	30	0.12	29
All Other Professional Workers.....	370	1.82	N/A
Technical Occupations.....	80	0.39	N/A
All Other Technicians.....	80	0.36	N/A
Service Occupations.....	6,280	30.49	N/A
All Janitors, Porters & Cleaners.....	3,830	18.60	N/A
Guards and Doorkeepers.....	1,470	7.14	24
Food Service Workers.....	540	2.64	N/A
All Other Service Workers.....	440	2.13	N/A
Maintenance and Production Occupations.	5,720	27.77	N/A
All Mechanics & Repairers.....	50	0.24	N/A
Carpenter.....	560	2.71	30
Supervisor, Nonworking.....	320	1.56	30
Maintenance Repairer, General Utility	2,430	11.79	16
Helper, Trades.....	360	1.72	32
Painter, Maintenance.....	270	1.32	27
Gardeners and Groundskeepers.....	1,000	4.84	27
All Other Skilled Workers.....	240	1.17	N/A
All Other Semiskilled Workers.....	150	0.73	N/A
All Other Laborers.....	340	1.66	N/A
Clerical Occupations.....	3,840	18.64	N/A
Office Machine Operators.....	110	0.55	N/A
Accounting Clerk.....	390	1.91	23
Bookkeeper, Hand.....	480	2.33	16
General Clerk, Office.....	430	2.09	26

SIC 65 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Personnel Clerk	10	0.06	35
Receptionist	210	1.01	25
Secretary	1,210	5.87	17
Switchboard Operator/Receptionist	120	0.58	29
Typist	90	0.42	36
Clerical Supervisor	230	1.10	27
All Other Office Clerical	540	2.60	39
All Other Plant Clerical Workers	20	0.08	N/A
Sales Occupations	1,060	5.15	N/A
Sales Agents	1,030	5.00	N/A
Sales Clerk	30	0.14	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
REAL ESTATE OPERATORS (EXCEPT DEVELOPERS) AND LESSORS
(SIC 651)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	8,210	100.00	N/A
Managers and Officers	1,280	15.39	21
Professional Occupations	350	4.26	N/A
Engineers	10	0.12	37
Accountants and Auditors	150	1.77	27
Budget Analyst	10	0.09	48
Public-Relations Practitioner	10	0.12	40
All Other Professional Workers	170	2.10	N/A
Technical Occupations	40	0.49	N/A
Mathematical Technicians	10	0.07	47
All Other Technicians	30	0.35	N/A
Service Occupations	2,550	31.06	N/A
All Other Janitors, Porters & Cleaners	1,380	16.84	32
Guards and Doorkeepers	750	9.14	28
All Other Food Service Workers	220	2.69	N/A
All Other Service Workers	200	2.38	N/A
Maintenance and Production Occupations	2,090	25.46	N/A
All Other Mechanics	10	0.17	N/A
Carpenter	180	2.23	40
Electrician	20	0.23	40
Supervisor, Nonworking	100	1.25	39
Maintenance Repairer, General Utility	1,210	14.77	22
Helper, Trades	200	2.51	44
Painter, Maintenance	150	1.77	36
All Other Skilled Workers	170	2.11	N/A
All Other Laborers	50	0.57	N/A
Clerical Occupations	1,600	19.49	N/A
Computer Operator	30	0.34	50
All Other Office Machine Operators	40	0.48	N/A
Stenographer	10	0.09	38
Accounting Clerk	150	1.79	32
Bookkeeper, Hand	190	2.28	28
General Clerk, Office	120	1.41	47
Personnel Clerk	10	0.15	35

SIC 651 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Recepticmist.....	110	1.35	40
Secretary.....	500	6.08	19
Switchboard Operator.....	30	0.34	30
Typist.....	50	0.63	47
Clerical Supervisor.....	150	1.84	34
All Other Office Clerical Workers	200	2.39	N/A
All Other Plant Clerical Workers	10	0.10	N/A
Saled Occupations.....	300	3.65	N/A
All Other Sales Agents.....	280	3.38	N/A
All Other Sales Workers.....	20	0.23	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
COMBINATIONS OF REAL ESTATE, INSURANCE, LOANS, LAW OFFICES (SIC 661)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	1,180	100.00	N/A
Managers and Officers	250	21.19	6
Professional Occupations	130	11.02	N/A
Accountants and Auditors	10	0.68	45
Underwriter	110	9.31	26
All Other Professional Workers	10	0.69	N/A
Service Occupations	30	2.54	N/A
All Other Janitors, Porters, & Cleaners	20	1.89	13
All Other Service Workers	10	0.52	N/A
Maintenance and Production	20	1.69	N/A
Supervisor, Nonworking	20	1.89	N/A
Clerical Occupations	560	47.46	N/A
All Other Office Machine Operators	10	0.52	N/A
Stenographer	10	0.77	48
Accounting Clerk	10	1.03	40
Bookkeeper, Hand	60	4.74	17
General Clerk, Office	220	18.79	18
Receptionist	10	0.94	36
Secretary	100	8.79	20
Switchboard Operator/Receptionist	10	1.12	37
Typist	60	5.25	27
Clerical Supervisor	50	3.96	41
All Other Office Clerical Workers	20	1.64	N/A
Sales Occupations	190	16.10	N/A
Placer	20	1.46	42
Real Estate Broker	50	4.22	28
Sales Agent, Insurance	70	6.20	35
All Other Sales Agents	40	3.61	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

HOTELS, ROOMING HOUSES, CAMPS AND OTHER LODGING PLACES (SIC 70)

Employment in this major group is entirely dominated by SIC 701 (hotels, motels and tourist courts), accounting for slightly more than 97 percent of the total. This is a major industry in Massachusetts, providing jobs for more than 23,000 people. The mixture of these lodging establishments is diverse, catering to varying needs. There are tourist-oriented hotels and motels at the Cape, the Berkshires and the Islands; lodgings serving travelers along the highways; and hotels catering to the visitors, businessmen and conventioneers to our larger cities, especially Boston.

Employment in the hotel industry has been stable with few new hotels coming into the market; however, starting in 1980 major hotel projects have been undertaken. The number of hotel rooms should grow from 7,000 to over 10,000 in Boston, where most of the new building is taking place.

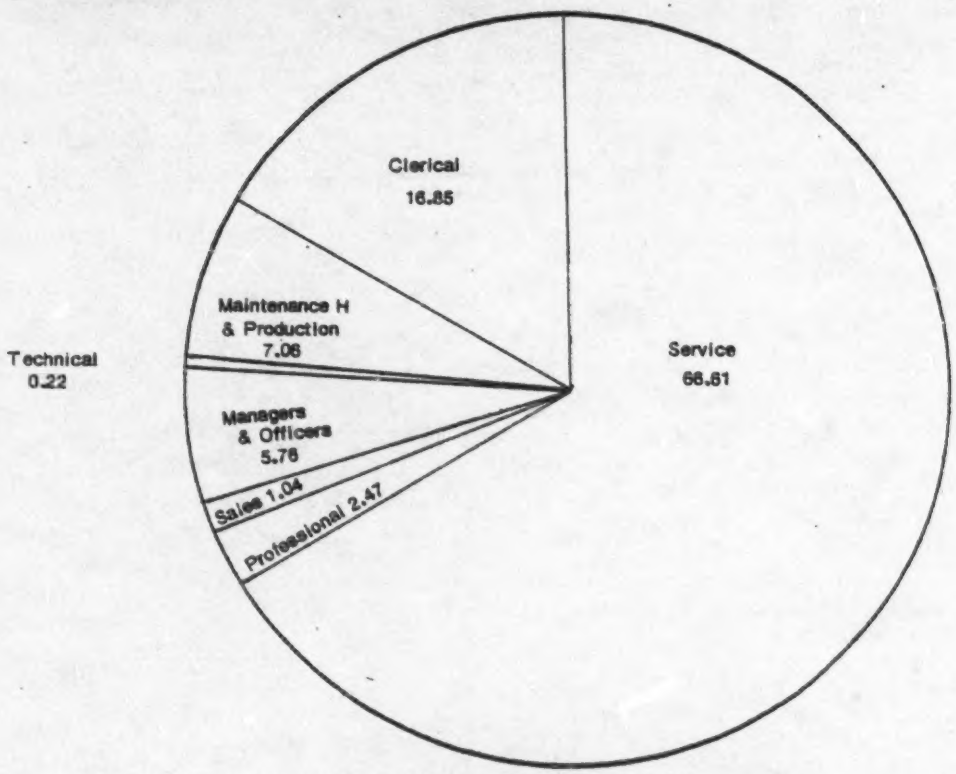
The occupational structure of the hotel industry illustrates their emphasis on service. With the exception of accountants and auditors, there are very few professional and technical occupations. The predominant occupational category is services which accounts for 2 out of every 3 workers. This concentration of service occupations is greater in the hotel/motel industry than in any other.

Over half the employment in the services category is within 3 occupations - maid, waiter and waitress, and kitchen helper. This high level of restaurant employment in the hotel/motel industry indicates the importance of the food component to this industry. While most of the profit is derived from room rental, food service, while not considered a profit producer, is recognized as an attraction to the facility.

HOTELS, ROOMING HOUSES, CAMPS, AND OTHER LODGING PLACES (SIC 70)

This major group includes commercial and institutional establishments engaged in furnishing lodging, or lodging and meals, and camping space and camping facilities, on a fee basis.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Maid	4,270	6.	Bartender	840
2.	Waiter/Waitress	3,500	7.	Cook, Restaurant	840
3.	Desk Clerk	2,000	8.	House Cleaner	820
4.	Managers and Officers	1,330	9.	Dining Room Attendant	750
5.	Kitchen Helper	1,150	10.	Bellhop	540

These 10 occupations make up 69% of total industry employment

OCCUPATIONS OF EMPLOYEES
HOTELS, ROOMING HOUSES, CAMPS, AND OTHER LODGING PLACES (SIC 70)

Reference May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	23,090	100.00	N/A
Managers and Officers	1,330	5.76	9
Professional Occupations	570	2.47	N/A
Engineers	90	0.39	29
Purchasing Agent and/or Buyer	40	0.18	26
Accountants and Auditors	170	0.73	23
Personnel & Labor Relations Specialists	20	0.08	24
Public-Relations Practitioner	30	0.14	27
Group Recreation Worker	180	0.78	10
All Other Professional Workers	40	0.19	N/A
Technical Occupations	50	0.22	N/A
Computer Programmer	10	0.03	31
Engineering Technician	40	0.16	26
Service Occupations	15,380	66.61	N/A
Maid	4,270	18.53	10
House Cleaner	820	3.55	21
All Other Janitors, Porters, & Cleaners	480	2.06	N/A
Guards & Doorkeepers	220	0.96	24
Baker, Bread and/or Pastry	40	0.17	17
Bartender	840	3.62	15
Dining Room Attendant	750	3.24	12
Butcher and/or Meat Cutter	10	0.05	22
Hostess/Host, Restaurant	350	1.51	16
Kitchen Helper	1,150	4.98	8
Waiter or Waitress	3,500	15.17	11
Counter Attendant, Lunchroom	50	0.21	12
Cook, Short Order and/or Specialty Fast Food	130	0.57	21
Cook, Restaurant	840	3.65	19
Food Preparation and Service Worker	60	0.26	25
Pantry, Sandwich and/or Coffee Maker	210	0.89	11
Cook, Institution	50	0.21	20
All Other Food Service Workers	210	0.89	N/A
Bellhop, Baggage Porter Etc.	540	2.36	12
Supervisor, Nonworking Service Only	210	0.92	16
Housekeeper	400	1.73	13
Lifeguard	80	0.34	22

SIC 70 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Cheek Room and Locker Room Attendents	40	0.19	28
All Other Service Workers	130	0.55	N/A
Maintenance and Production Occupations	1,630	7.06	N/A
Mechanic, Maintenance	10	0.05	42
All Other Mechanics and Repairers	30	0.13	32
Washer, Machine and/or Starcher	200	0.84	14
Dry-Cleaning-Machine Operator	10	0.02	40
Laundry Operator, Small Establishments	140	0.61	41
Presser, Machine	10	0.02	40
Laundry, Presser, Machine	50	0.20	35
Bus Driver	10	0.06	48
Carpenter	30	0.11	20
Electrician	20	0.06	18
Supervisor, Nonworking	40	0.17	21
Maintenance Repairer, General Utility	480	2.08	22
Helper, Trades	10	0.03	42
Painter, Maintenance	120	0.51	47
Parking-Lot Attendant	50	0.19	34
Plumber and/or Pipefitter	10	0.03	28
Baker Helper	10	0.03	20
Gardeners and Groundskeepers	150	0.66	29
All Other Skilled Workers	10	0.06	N/A
All Other Semiskilled Workers	40	0.16	N/A
All Other Laborers	200	0.86	N/A
Clerical Occupations	3,890	16.85	N/A
Bookkeeping/Billing Machine Operator	10	0.04	45
Computer Operator	10	0.02	41
Accounting Clerk	170	0.72	11
Bookkeeper, Hand	280	1.21	20
Cashier	420	1.81	19
File Clerk	20	0.08	24
General Clerk, Office	90	0.40	44
Desk Clerk	2,000	8.68	16
Order Clerk	20	0.06	24
Personnel Clerk	30	0.11	19
Receptionist	50	0.21	21
Secretary	180	0.77	16
Switchboard Operator	250	1.08	40
Travel Clerk	20	0.07	23
Typist	50	0.23	19
Clerical Supervisor	70	0.28	15
All Other Office Clerical Workers	100	0.42	N/A
Production Clerk/Coordinator	10	0.03	19
Shipping/Receiving Clerk	30	0.12	34
Stock Clerk, Stockroom	70	0.28	20
All Other Plant Clerical Workers	10	0.04	N/A

SIC 70 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sales Occupations	240	1.04	N/A
Sales Representatives	170	0.71	10
Sales Clerk	70	0.31	27

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
HOTELS, MOTELS, AND TOURIST COURTS (SIC 701)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	22,420	100.00	N/A
Managers and Officers.....	1,230	5.49	9
Professional Occupations.....	390	1.74	N/A
Engineers.....	90	0.40	29
Purchasing Agent and/or Buyer.....	40	0.19	26
Accountants and Auditors.....	170	0.75	23
Personnel & Labor Relation Specialists	20	0.08	24
Public Relations Practitioner.....	30	0.15	27
All Other Professional Workers.....	40	.17	N/A
Technical Occupations.....	50	.22	N/A
Computer Programmer.....	10	0.03	31
Engineering Technician.....	40	0.16	26
Service Occupations.....	15,140	67.55	N/A
Maid.....	4,220	18.92	10
House Cleaner.....	770	3.43	22
All Other Janitors, Porters & Cleaners	470	2.08	N/A
Guards and Doorkeepers.....	220	0.96	24
Baker, Bread and/or Pastry.....	40	0.18	17
Bartender.....	840	3.74	15
Dining Room Attendant.....	750	3.35	12
Butcher and/or Meat Cutter.....	15	0.05	22
Hostess/Host, Restaurant.....	350	1.56	16
Kitchen Helper.....	1,110	4.96	8
Waiter or Waitress.....	3,480	15.58	11
Counter Attendant, Lunchroom.....	50	0.20	13
Cook, Short Order and/or Speciality Fast Foods.....	130	0.57	22
Cook, Restaurant.....	830	3.74	19
Food Preparation & Service Worker.....	60	0.26	25
Pantry,Sandwich and/or Coffee Maker....	210	0.92	11

(SIC 701) (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Cook, Institution	30	0.11	29
All Other Food Services	210	0.92	N/A
Bellhop, Baggage Porter	540	2.43	12
Supervisor, Nonworking Service	210	0.92	17
Housekeeper	390	1.74	13
Elevator Operator	30	0.11	50
Lifeguard	70	0.33	24
Checkroom & Locker-room Attendant	40	0.19	28
All Other Service Workers	70	.32	N/A
Maintenance and Production Workers	1,570	6.99	N/A
Mechanic, Maitenance	10	0.05	42
Refrigeration Mechanic/and/or Air Conditioning Mechanic	10	0.02	N/A
All Other Mechanics & Repairmen	30	0.13	N/A
Washer, Machine and/or Starcher	200	0.87	14
Dry Cleaning Machine Operator	10	0.02	40
Laundry Operator, Small Establishment	140	0.63	41
Presser, Machine	10	0.02	40
Laundry Presser, Machine	50	0.21	35
Carpenter	20	0.10	23
Electrician	20	0.06	18
Supervisor, Nonworking	40	0.18	21
Maintenance, Repairer, General Utility	420	1.89	25
Helper, Trades	10	0.04	42
Painter, Maintenance	120	0.53	47
Parking Lot Attendant	45	0.20	34
Plumber and/or Pipefitter	10	0.03	28
Baker, Helper	10	0.03	20
Gardeners and Groundskeepers	140	0.62	32
All Other Skilled Workers	10	.03	N/A
All Other Semiskilled Workers	50	.20	N/A
All Other Laborers	210	.92	N/A
Clerical Occupations	3,810	16.98	N/A
Bookkeeping/Billing Machine Operator	10	0.04	45
Computer Operator	10	0.02	41
Accounting Clerk	170	0.73	11
Bookkeeper, Hand	280	1.23	21
Cashier	410	1.82	20
File Clerk	20	0.08	24
General Clerk, Office	90	0.38	47
Desk Clerk	1,950	8.74	16
Order Clerk	15	0.07	24
Personnel Clerk	30	0.12	19
Receptionist	50	0.22	21
Secretary	170	0.76	16

SIC 701 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Switchboard Operator.....	250	1.12	40
Travel Clerk,.....	20	0.08	23
Typist.....	50	0.23	19
Clerical Supervisor.....	70	0.29	15
All Other Office Clerical.....	90	.42	N/A
Production Clerk and/or Coordinator.	10	0.04	3
Shipping and/or Receiving Clerk.....	30	0.12	34
Stock Clerk, Stock Room.....	70	0.29	20
All Other Plant Clerical Help.....	10	0.04	N/A
Sales Occupations.....	230	1.03	N/A
Sales Representative.....	170	0.73	10
Sales Clerk.....	60	0.28	30

N/A Relative Error Not Available

Note: May not add to totals due to rounding

PERSONAL SERVICES
(SIC 72)

This major industry group includes establishments primarily engaged in providing services generally involving the care of the person or their apparel. Such services as laundries and dry cleaning plants (SIC 721), photographic studios (SIC 722), beauty (SIC 623) and barber (SIC 724) shops, shoe repair (SIC 725), funeral services (SIC 726) and miscellaneous services (SIC 729) are included here. Employment has been relatively constant averaging over 24,000 during the past three years. Employment is concentrated in laundry and dry cleaning (41 percent) and beauty shops (33 percent). The increased participation of women in the labor force, especially in the white collar occupations, along with the return in popularity of natural fabrics such as cotton, wool and silk (prices for synthetics have jumped because they are petroleum-based products), should increase the need for these services.

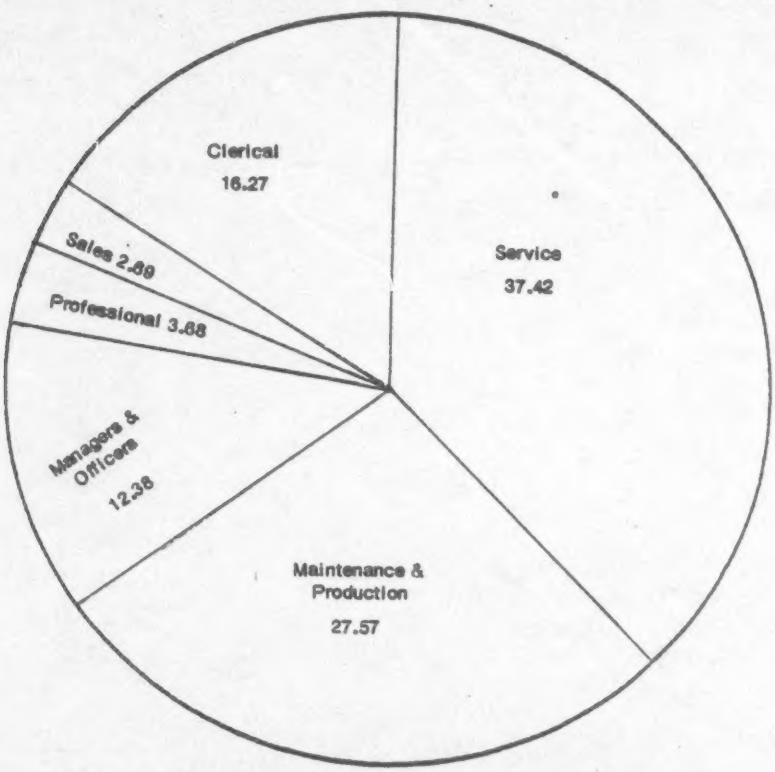
Very small establishments dominate this industry; 85 percent of the businesses have fewer than 10 workers. There are no technical occupations and except for photographers, very few professional. Cosmetologist and/or hairstylist is the most prevalent occupation in this industry; however, this occupation has decreased by 1,000 workers since 1978 and the long term expectation for this occupation is a decline. Reducing instructor is the second largest occupation and it has increased its share of employment by 40 percent since 1978. This is an occupation especially suitable for part-time work, and is in an industry that has grown across the state in the past three years.

The mix of industries in personal services is very diverse. This results in a very scattered staffing pattern; the occupations with the largest number of workers are all in different industries.

PERSONAL SERVICES (SIC 72)

This major group includes establishments primarly engaged in providing services generally involving the care of the person or his apparel, such as laundries, dry cleaning plants, portrait photographic studios, and beauty and barber shops.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Cosmetologist	5,500	6.	All Other Service Workers	1,380
2.	Managers and Officers	2,990	7.	Laundry, Presser Machine	870
3.	Instructor, Reducing	1,870	8.	All Other Office Clerical Workers	760
4.	Counter Clerk	1,760	9.	Folder, Laundry	720
5.	All Other Laborers	1,680	10.	Presser, Machine	

These 10 occupations make up 75% of total industry employment

OCCUPATIONS OF EMPLOYEES
PERSONAL SERVICES (SIC 72)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	24,160	100.00	N/A
Managers and Officers	2,990	12.38	9
Professional Occupations	890	3.68	N/A
All Other Photographers	450	1.85	N/A
Accountants and Auditors	150	0.61	31
All Other Professional Workers .	290	1.21	N/A
Technical Occupations	-	-	-
Service Occupations	9,040	37.42	N/A
All Other Janitors, Porters, & Cleaners	280	1.17	N/A
All Other Food Service Workers . .	10	0.04	N/A
Cosmetologist and/or Hairstylist .	5,500	22.79	6
Instructor, Reducing	1,870	7.72	22
All Other Service Workers	1,380	5.71	N/A
Maintenance and Production Occupations	6,660	27.57	N/A
Laundry-Machine Mechanic	60	0.26	30
All Other Mechanics & Repairers .	10	0.03	N/A
Spotter, Dry Cleaning	130	0.54	20
Spotter, Washable Machine	70	0.30	31
Washer, Machine and/or Starcher .	440	1.80	21
Tumbler Operator	130	0.54	31
Dry-Cleaning-Machine Operator . .	240	0.97	18
Dry Cleaner, Hand	60	0.23	31
Presser, Machine	660	2.71	12
Laundry Presser, Machine	870	3.61	15
Shoe Repairer	100	0.39	17
Delivery & Route Worker	630	2.61	14
Supervisor, Nonworking	90	0.37	31
Folder, Laundry	720	3.00	16
Maintenance Repairer, General Utility	60	0.23	31
Mender	250	1.03	17
Production Packager	110	0.43	28
Alteration Tailor	140	0.57	31
All Other Skilled Workers	110	0.44	N/A
All Other Semiskilled Workers . .	100	0.43	N/A
All Other Laborers	1,680	6.97	N/A

SIC 72 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Occupations	3,930	16.27	N/A
All Other Office Machine Operators	50	0.19	N/A
Bookkeeper, Hand	280	1.14	21
Counter Clerk	1,760	7.30	12
General Clerk Office	250	1.03	28
Payroll/Timekeeping Clerk	40	0.14	31
Receptionist	600	2.47	22
All Other Office Clerical Workers	760	3.13	N/A
All Other Plant Clerical Workers	190	0.78	N/A
Sales Occupations	650	2.69	N/A
Sales Representatives	550	2.26	30
All Other Sales Workers	100	0.43	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
LAUNDRY, CLEANING & GARMENT SERVICES (SIC 721)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	9,960	100.00	N/A
Managers and Officers	990	9.94	14
Professional Occupations	30	0.30	N/A
Accountants and Auditors	20	0.23	45
All Other Professional Workers	10	0.10	N/A
Service Occupations	160	1.61	N/A
All Other Janitors, Porters,& Cleaners	140	1.38	N/A
All Other Service Workers	20	0.20	N/A
Maintenance and Production Occupations	6,090	61.10	N/A
Laundry-Machine Mechanic	60	0.63	30
All Other Mechanics & Repairers	10	0.07	N/A
Marker, Classifier, & or Checker	340	3.37	16
Spotter, Dry Cleaning	130	1.31	20
Spotter, Washable Materials	70	0.73	31
Washer, Machine and/or Starcher	410	4.12	21
Tumbler Operator	130	1.32	31
Dry-Cleaning-Machine Operator	230	2.27	19
Dry Cleaner, Hand	60	0.56	31
Laundry Operator, Small Establishments	90	0.88	37
Presser, Hand	100	1.01	49
Presser, Machine	660	6.58	12
Laundry Presser, Machine	850	8.54	15
Rug Cleaner, Machine	60	0.56	47
Truck Driver	80	0.83	43
Delivery & Route Workers	580	5.80	13
Supervisor, Nonworking	70	0.70	29
Folder, Laundry	650	6.52	15
Inspector	60	0.63	39
Maintenance Repairer, General Utility	40	0.39	30
Mender	230	2.25	17
Production Packager	100	1.05	28
Sewing Machine Operator, Reg. Eqp. Gr.	20	0.20	40
Stationary Boiler Firer	10	0.05	75
Alteration Tailor	130	1.32	32
All Other Skilled Workers	10	0.05	N/A
All Other Laborers	910	9.09	N/A

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Occupations	2,390	24.00	N/A
Computer Operator	10	0.12	47
All Other Office Machine Operators	30	0.02	N/A
Accounting Clerk	20	0.23	46
Bookkeeper, Hand	100	1.04	20
Counter Clerk	1,760	17.68	12
General Clerk, Office	180	1.78	29
Payroll/Timekeeping Clerk	30	0.33	32
Secretary	30	0.31	36
Switchboard Operator/Receptionist	10	0.09	29
All Other Office Clerical Workers	80	0.83	N/A
Shipping Packer	50	0.48	41
Shipping/Receiving Clerk	10	0.07	40
Stock Clerk, Stockroom	40	0.40	43
All Other Plant Clerical Workers	40	0.40	N/A
Sales Occupations	300	3.01	N/A
Sales Representative	290	3.01	N/A
Sales Clerk	10	0.05	49

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

AUTOMOTIVE REPAIR, SERVICES AND GARAGES
(SIC 75)

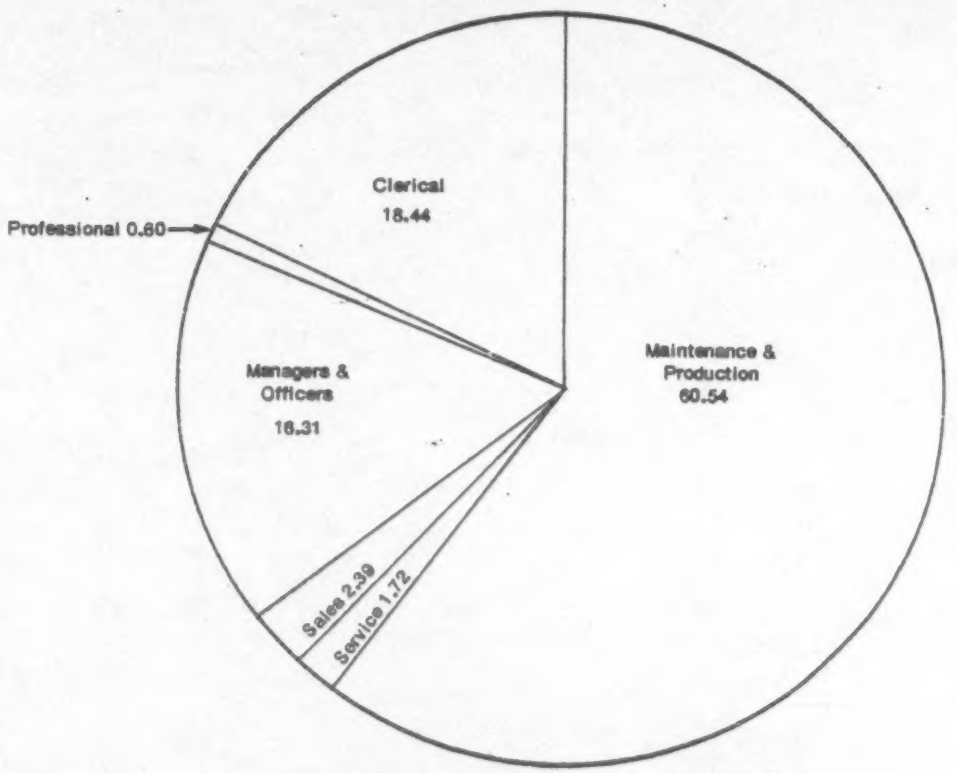
This major group includes establishments primarily engaged in furnishing automotive repair, rental, leasing and parking services to the general public. Employment increased steadily in the 1970's, reaching a peak of about 16,000 in 1979. Since then, employment has slipped to 15,100. This decline occurred specifically in automotive repair (SIC 753) while employment in the other major component in this group-- automotive rental and leasing (SIC 751) - has remained steady. The drop in this industry's employment may be reflecting the recent trend of larger retail establishments such as Sears, K-Mart and Goodyear Tire, to offer automotive repair as part of their expanded services to the public. Employment in this industry group is expected to rebound and exhibit moderate growth in the short term. This is attributed to the increasing longevity of vehicles on the road today, requiring more maintenance; and the increased complexity of automobile mechanisms, requiring a more skilled level of maintenance.

The share of maintenance and production occupations has dropped 7 percentage points since the last survey. Within this category, the share of mechanics has dropped by 1.5 percentage point during this same period. The number of diesel mechanics has increased slightly since the 1978 survey, reflecting the increased use of diesel engines in automobiles and trucks.

AUTOMOTIVE REPAIR, SERVICES, AND GARAGES (SIC 75)

This major group includes establishments primarly engaged in furnishing auto repair, rental, leasing and parking services to the general public.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Mechanic, Automotive	2,570	6.	Parking-Lot Attendant	590
2.	Managers and Officers	2,460	7.	Painter, Automotive	450
3.	Body Repairer, Automotive	1,860	8.	Car Rental Clerk	450
4.	Cleaner, Vehicle	810	9.	All Other Laborers	410
5.	Cashier	660	10.	Bookkeeper, Hand	410

These 10 occupations make up 71% of total industry employment

OCCUPATIONS OF EMPLOYEES
AUTOMOTIVE REPAIR, SERVICES, & GARAGES (SIC 75)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	15,080	100.00	N/A
Managers and Officers	2,460	16.31	6
Professional Occupations	90	0.60	N/A
Accountants and Auditors	80	0.51	35
All Other Professional Workers	10	0.09	N/A
Technical Occupations	-	-	-
Service Occupations	260	1.72	N/A
Janitors, Porters & Cleaners	100	0.69	34
All Other Service Workers	160	1.05	N/A
Maintenance and Production Occupations	9,130	60.54	N/A
Mechanic, Automotive	2,570	17.03	13
Body Repairer, Automotive	1,860	12.35	14
Diesel Mechanic	220	1.47	44
All Other Mechanics & Repairer	60	0.42	N/A
Truck Driver	200	1.34	26
Cleaner, Vehicle	810	5.36	9
Delivery & Route Workers	170	1.11	47
Supervisor, Nonworking	230	1.49	44
Helper, Trades	130	0.88	29
Painter, Automotive	450	3.00	22
Parking-Lot Attendant	590	3.92	23
Trailer-Rental Attendant	150	0.96	23
Welders and Flamecutters	110	0.75	35
Service Station Attendant	390	2.60	23
Rental Car Deliverymen	90	0.57	34
Chauffeur	280	1.83	26
All Other Skilled Workers	260	1.75	N/A
All Other Semiskilled Workers	150	0.96	N/A
All Other Laborers	410	2.69	N/A
Clerical Occupations	2,780	18.44	N/A
All Other Office Machine Operators	10	0.07	N/A
Accounting Clerk	130	0.84	24
Bookkeeper, Hand	410	2.68	14
Car Rental Clerk	450	2.96	11
Cashier	660	4.35	25
File Clerk	40	0.29	12

SIC 75 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
General Clerk, Office	360	2.35	27
Payroll/Timekeeping Clerk	40	0.24	43
Receptionist	100	0.69	29
Secretary	150	1.00	22
Typist	50	0.32	39
All Other Office Clerical Workers	50	0.35	N/A
Stock Clerk, Stockroom	100	0.67	40
All Other Plant Clerical Workers	230	1.54	N/A
Sales Occupations	360	2.39	N/A
Sales Representative	350	2.34	19
All Other Sales Workers	10	0.05	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
AUTOMOTIVE RENTAL AND LEASING WITHOUT DRIVERS (SIC 751)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,190	100.00	N/A
Managers and Officers	500	16.18	7
Professional Occupations	30	.94	N/A
Accountants and Auditors	20	0.70	37
All Other Professional Workers	10	.32	N/A
Service Occupations	10	.31	N/A
All Other Service Workers	10	.22	N/A
Maintenance and Production Occupations	1,450	45.45	N/A
Mechanic, Automotive	220	6.91	24
Body Repairer, Automotive	10	0.31	N/A
Cleaner, Vehicle	240	7.64	16
Supervisor, Nonworking	30	0.98	31
Helper, Trades	50	1.49	13
Painter, Automotive	10	0.19	N/A
Trailer-Rental Attendant	150	4.65	23
Welder and/or Flamecutter	30	0.95	24
Service Station Attendant	90	2.80	13
Rental Car Deliverer	90	2.77	34
Chauffer	170	5.38	6
All Other Skilled Workers	140	4.39	N/A
All Other Semiskilled Workers	60	1.75	N/A
All Other Laborers	160	5.31	N/A
Clerical Occupations	1,030	32.29	N/A
Computer Operator	10	0.15	45
Accounting Clerk	60	1.94	22
Bookkeeper, Hand	50	1.62	14
Car Rental Clerk	440	13.85	12
File Clerk	40	1.30	N/A
General Clerk, Office	70	2.29	30
Receptionist	10	0.15	N/A
Secretary	40	1.11	31
Switchboard Operator/Receptionist	10	0.25	31
Typist	20	0.76	42
Clerical Supervisor	10	0.28	38

SIC 751 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
All Other Office Clerical.....	30	1.02	N/A
Stock Clerk, Stock Room	10	0.38	46
All Other Plant Clerical Workers.....	230	7.28	N/A
Sales Occupations.....	170	5.33	N/A
Sales Representative.....	160	5.09	16
All Other Sales Workers.....	10	.22	N/A

N/A Relative Error Not Available

Note: May not add to totald due to rounding

OCCUPATIONS OF EMPLOYEES
AUTOMOTIVE REPAIR SHOPS (SIC 753)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	9,230	100.00	N/A
Managers and Officers	1,620	17.55	8
Professional Occupations	50	0.54	N/A
Accountants and Auditors	50	0.57	47
Technical Occupations	—	—	—
Service Occupations	90	0.98	N/A
Janitors, Porters & Cleaners	60	0.68	44
All Other Service Workers	30	0.30	N/A
Maintenance and Production	6,170	66.85	N/A
Mechanic, Automotive	2,300	24.86	14
Body Repairer, Automotive	1,820	19.74	14
All Other Mechanics & Repairers	180	1.95	N/A
Delivery & Route Workers	110	1.14	48
Helper, Trades	90	0.94	44
Painter, Automotive	450	4.83	22
Welders and Flamecutters	80	0.89	47
Service Station Attendant	190	2.03	46
All Other Skilled Workers	640	6.90	N/A
All Other Semiskilled Workers	200	2.20	N/A
All Other Laborers	110	1.14	N/A
Clerical Occupations	1,140	12.35	N/A
Accounting Clerk	60	0.69	42
Bookkeeper, Hand	320	3.51	17
General Clerk, Office	240	2.64	38
Receptionist	90	0.98	33
Secretary	100	1.07	32
All Other Office Clerical Workers	240	2.56	N/A
Stock Clerk, Stockroom	90	0.96	45
Sales Occupations	160	1.73	N/A
Sales Representatives	160	1.70	37

N/A Relative Error Not Available

Note: May not add to total due to rounding.

OCCUPATIONS OF EMPLOYEES
AUTOMOTIVE SERVICES, EXCEPT REPAIR (SIC 754)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	1,170	100.00	N/A
Managers and Officers.....	180	15.38	8
Maintenance and Production Occupations.	810	69.23	N/A
Mechanic Automotive.....	40	3.34	31
Body Repairer, Automotive.....	30	2.19	37
All Other Mechanics & Repairers.....	10	.96	N/A
Truck Driver.....	100	8.61	26
Cleaner, Vehicle.....	480	42.39	9
Supervisor, Nonworking.....	10	0.70	33
Parking Lot Attendant.....	10	0.70	37
Service Station Attendant.....	120	10.20	22
All Other Semiskilled Workers.....	10	.70	N/A
Clerical Occupations.....	140	11.97	N/A
Bookkeeper, Hand.....	20	1.58	23
Cashier.....	60	5.54	19
General Clerk, Office.....	20	1.84	27
Receptionist.....	10	0.70	37
Secretary.....	20	1.31	29
All Other Office Clericals.....	10	.79	N/A
Sales Occupations.....	40	3.42	N/A
Sales Representative.....	40	3.25	47

N/A Relative Error Not Available

Note: May not add to totals due to rounding

MISCELLANEOUS REPAIR SERVICES
(SIC 76)

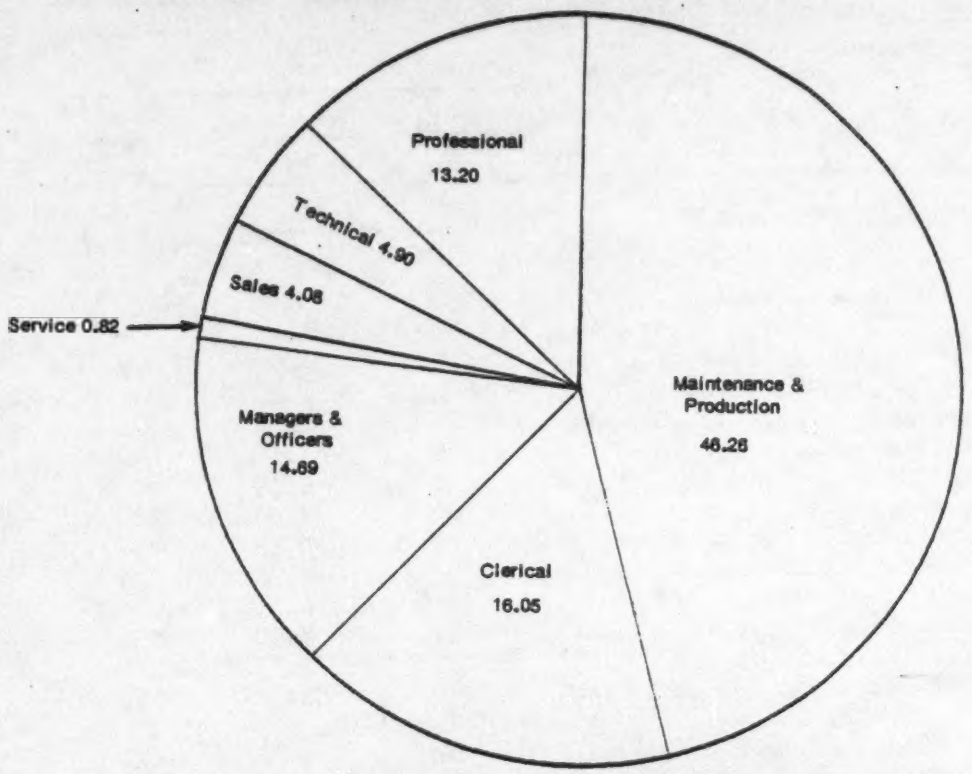
This major group includes establishments engaged in various repair services: radio and T.V.; refrigeration and air conditioning; appliances; watch, clock and jewelry; reupholstery and furniture.

The group is dominated by small establishments - 87 percent have less than 10 people; however, this group also has 3 large establishments employing a total of almost 1,700 workers and these account for 23 percent of total employment. The staffing patterns of larger establishments can be vastly different from smaller firms. In this case, we find virtually all the professional occupations in the large size establishment, accounting for 50 percent of its employment. The remaining occupational categories contain these shares of total employment for the large size establishments: managers and officers 12 percent; production and maintenance, only 14 percent; and clerical, 20 percent. The staffing pattern of the small size firm would contain a slightly higher share of managers, 14 percent; virtually no professionals; technicians, 5 percent; production and maintenance, 59 percent; and clerical, 16 percent. The major differences between the large and small size staffing pattern are the number of professionals and production and maintenance categories. The ratio of production and maintenance workers to the remaining staff is 1 to 8 in the large establishments while 1.6 to 1 for the rest of the industry.

MISCELLANEOUS REPAIR SERVICES (SIC 76)

This major group includes establishments engaged in miscellaneous repair services. It does not include some repair services of which the more important are: automotive repair classified in Group 753, clothing rep ir in Industry 7219, and shoe repair in Industry 7251.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Managers and Officers 1,080	6.	Electrician and Electronic Technician 280
2.	All Other Mechanics and Repairers 710	7.	All Other Laborers 260
3.	Electrical Engineer 600	8.	Electric Motor Repairer 260
4.	All Other Semi-skilled Workers 340	9.	Welders and Flamecutters 230
		10.	General Clerk 230
5.	Furniture Upholsterer 300		

These 10 occupations make up 58% of total industry employment

OCCUPATIONS OF EMPLOYEES
MISCELLANEOUS REPAIR SERVICES (SIC 76)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	7,350	100.00	N/A
Managers and Officers	1,080	14.69	5
Professional Occupations	970	13.20	N/A
Electric and Electronic Engineer	600	8.21	44
All Other Engineers	20	0.30	N/A
Systems Analyst, EDP	80	1.10	44
Purchasing Agent and/or Buyer	10	0.19	40
Accountants and Auditors	80	1.03	25
Personnel and Labor Relation Specialists	10	0.13	40
All Other Professional Workers	170	2.36	N/A
Technical Occupations	360	4.90	N/A
Drafter	80	1.13	42
Electrical and Electronic Technicians	280	3.81	16
Service Occupations	60	0.82	N/A
Janitors, Porters and Cleanser	40	0.57	19
Food Service Workers	10	0.08	44
All Other Service Workers	10	0.17	44
Maintenance and Production Occupations	3,400	46.26	N/A
Mechanic, Automotive	60	0.75	38
Electric Motor Repairer	260	3.56	28
Locksmith	210	2.91	36
All Other Mechanics & Repairers	710	9.66	N/A
Truck Driver	70	0.97	33
Boilermaker	110	1.49	37
Carpenter	10	0.17	35
Delivery and Route Worker	60	0.76	38
Electrician	10	0.10	35
Supervisor, Nonworking	40	0.57	25
Jeweler and/or Silversmith	60	0.84	20
Machinist	150	1.98	42
Helper, Trades	120	1.66	30
Plumber and/or Pipefitter	120	1.61	36
Production Packager	10	0.10	43

SIC 76 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sewing Machine Operator Regular Equipment Nongarment	40	0.49	18
Sewing Machine Operator Special Equipment Nongarment	10	0.19	41
Watchmaker	30	0.35	35
Welders and Flamecutters	230	3.17	20
Furniture Finisher	70	1.01	26
Furniture Upholsterer	300	4.11	8
All Other Skilled Workers	120	1.61	N/A
All Other Semiskilled Workers	340	4.62	N/A
All Other Laborers	260	3.58	N/A
Clerical Occupations	1,180	16.05	N/A
Keypunch Operator	40	0.58	28
All Other Office Machine Operators	20	0.20	N/A
Accounting Clerk	60	0.76	23
Bookkeeper, Hand	170	2.33	14
File Clerk	10	0.06	40
General Clerk, Office	230	3.10	25
Payroll/Timekeeping Clerk	30	0.41	35
Personnel Clerk	10	0.06	40
Secretary	230	3.08	11
Typist	150	2.07	32
All Other Office Clerical	140	1.86	N/A
Shipping/Receiving Clerk	50	0.68	49
Stock Clerk, Stockroom	30	0.45	49
All Other Plant Clerical Workers	10	0.08	N/A
Sales Occupations	300	4.08	N/A
Sales Representative	140	1.91	25
Sales Clerk	160	2.13	47

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
ELECTRICAL REPAIR SHOPS (SIC 762)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,110	100.00	N/A
Managers and Officers	440	14.15	7
Professional Occupations	900	28.94	N/A
Electrical & Electronic Engineers	600	19.25	45
Systems Analyst, EDP	80	2.61	44
Purchasing Agent &/or Buyer	10	0.38	44
Accountants and Auditors	40	1.35	39
Personnel & Labor Relations Specialist	10	0.25	43
All Other Professional Workers	160	5.19	N/A
Technical Occupations	290	9.32	N/A
Drafter	80	2.51	44
Electrical & Electronic Technicians	210	6.68	17
Service Occupations	40	1.29	N/A
Janitors, Porters, & Cleaners	20	0.71	16
Food Service Workers	10	0.19	44
All Other Service Workers	10	0.41	N/A
Maintenance and Production Occupations	730	23.47	N/A
All Other Mechanics & Repairers	520	16.68	N/A
Carpenter	10	0.19	44
Electrician	10	0.25	35
Production Packager	10	0.25	43
All Other Skilled Workers	70	2.13	N/A
All Other Semiskilled Workers	50	1.74	N/A
All Other Laborers	60	1.97	N/A
Clerical Occupations	620	19.94	N/A
Keypunch Operator	40	1.38	28
All Other Office Machine Operators	10	0.42	N/A
Accounting Clerk	40	1.35	24
File Clerk	10	0.16	40
Personnel Clerk	10	0.16	40
Secretary	110	3.52	10
Typist	130	4.06	37
All Other Office Clerical Workers	240	7.65	45
Stock Clerk, Stockroom	30	0.80	64
All Other Plant Clerical Workers	10	0.45	N/A

SIC 762 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sales Occupations	90	2.89	N/A
Sales Agents	50	1.48	N/A
All Other Sales Workers	40	1.16	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
MOTION PICTURE THEATRES (SIC 783)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,380	100.00	N/A
Managers and Officers	420	12.43	16
Professional Occupations	40	1.18	N/A
Professional Workers	40	1.19	N/A
Service Occupations	1,580	46.75	N/A
Janitors, Porters, & Cleaners . .	450	13.23	14
Usher, Lobby Attendant	810	24.15	23
All Other Service Workers	315	2.67	N/A
Maintenance and Production Occupations	380	11.24	N/A
All Other Maintenance & Production	10	0.30	N/A
Motion Picture Projectionist . .	370	10.91	14
Clerical Occupations	440	13.02	N/A
Cashier	380	11.21	19
All Other Clerical Workers . . .	60	1.90	N/A
Sales Occupations	520	15.38	N/A
Sales Clerk	480	14.36	23
All Other Sales Agents	40	1.19	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES (SIC 79)

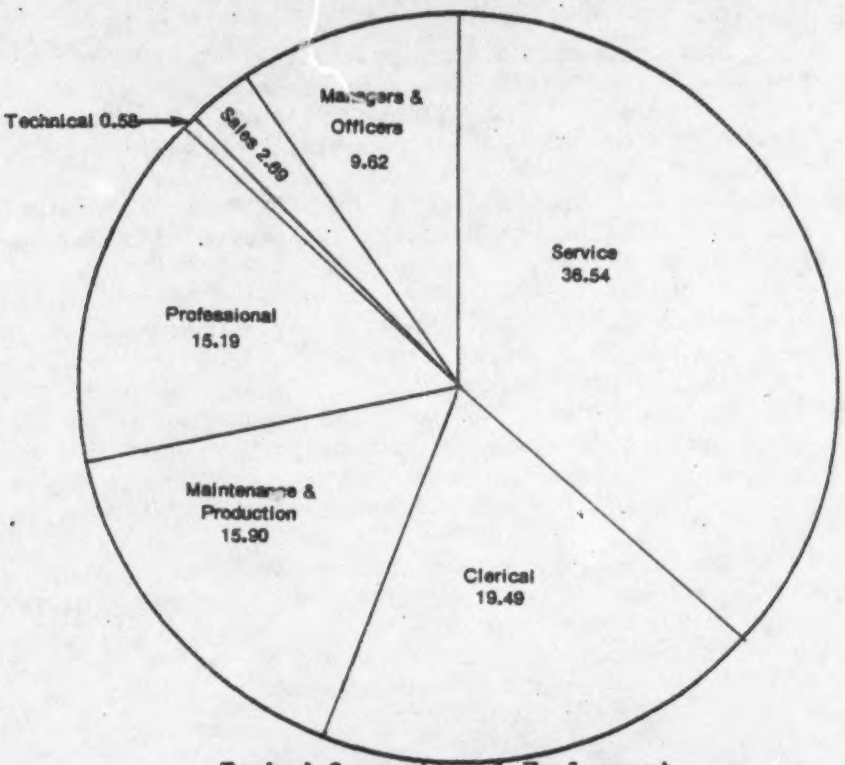
Although the primary components of this major group continue to be governed by weather, and remain typically seasonal in nature, there has been a marked increase in the number of establishments offering a wide variety of year-round, indoor entertainment or amusement, regardless of weather conditions. Warm weather operations such as amusement parks, outdoor sports events, bathing beaches, and golf courses continue to dominate the group, as a whole, with bowling, indoor sports events, skiing, and other cold weather activities making up most of the balance. A new dimension however, has been added to the amusement recreation industry, over the past few years there has been a steady, if not spectacular, growth in the number of indoor, all-weather activities centers. Indoor tennis courts, year-round ice skating arenas, handball and racquetball courts, and electronic game arcades have sprung up as major competitors for the amusement/recreation dollar, and consequently, employment in specific occupational categories has increased substantially as well.

A comparison of the occupational employment estimates from the 1975 survey with those of the current survey shows that employment patterns have remained relatively stable in most occupations. Two notable exceptions are cashiers, and managers which have increased approximately 30 percent and 25 percent respectively.

AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES (SIC 79)

This major group includes establishments engaged in providing amusement or entertainment on payment of a fee or admission charge, except motion picture theaters (Group 783)

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Cashier	1,600	6.	Recreation Facility	890
2.	Managers and Officers	1,500	7.	Desk Clerk, Bowling	600
			8.	Sports Instructor	600
3.	All Other Professional Workers	1,080	9.	Janitors, Porters	600
4.	Gardners and Groundskeepers	1,050	10.	All Other Service Workers	570
5.	Waiter/Waitress	960			

These 10 occupations make up 61% of total industry employment

OCCUPATIONS OF EMPLOYEES
AMUSEMENT AND RECREATION SERVICES, EXCEPT MOTION PICTURES
(SIC 79)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	15,600	100.00	N/A
Managers and Officers.....	1,500	9.62	16
Professional Occupations.....	2,370	15.19	N/A
Accountants and Auditors.....	60	0.39	47
Public Relations Practitioner.....	90	0.56	39
Sports Instructor.....	600	3.83	23
Designer.....	100	0.62	33
Group Recreation Worker.....	440	2.82	45
All Other Professional Workers.....	1,080	6.94	N/A
Technical Occupations.....	90	0.58	N/A
All Other Engineering Technicians.....	20	0.13	N/A
Licensed Practical Nurse.....	70	0.42	44
Service Occupations.....	5,700	36.54	N/A
All Janitors, Porters and Cleaners.....	600	3.54	N/A
Bartender.....	520	3.33	28
Dining Room Attendant.....	230	1.48	30
Kitchen Helper.....	380	2.41	34
Waiter or Waitress.....	960	6.15	21
Cook, Short Order and/or Speciality Foods	300	1.91	44
Cook, Restaurant.....	190	1.22	30
Child Care Attendant.....	140	0.91	38
Supervisor, Nonworking Services.....	110	0.71	30
Recreation Facility.....	890	5.68	27
Usher, Lobby Attendant.....	190	1.23	40
Lifeguard.....	330	2.12	50
Checkroom and Locker-room Attendants...	190	1.21	38
All Other Food Service Workers.....	100	0.64	N/A
All Other Service Workers.....	570	3.69	N/A
Maintenance and Production Occupations....	2,480	15.90	N/A
All Other Mechanics & Repairers.....	190	1.21	N/A
Carpenter.....	40	0.25	48
Maintenance Repairer, General Utility.	340	2.15	34
Parking Lot Attendant.....	100	0.61	50
Animal Caretaker.....	280	1.77	44

SIC 79 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Gardeners and Groundskeeper	1,050	6.74	17
All Other Skilled Workers	50	0.31	N/A
All Other Semiskilled Workers	70	0.42	N/A
All Other Laborers	360	2.34	N/A
Clerical Occupations	3,050	19.49	N/A
All Other Office Machine Operators	10	0.08	N/A
Accounting Clerk	80	0.51	33
Bookkeeper, Hand	120	0.74	38
Cashier	1,600	10.23	20
Desk Clerk, Bowling	720	4.58	41
General Clerk, Office	110	0.73	49
Receptionist	120	0.79	45
Secretary	80	0.53	40
Switchboard Operator	20	0.12	30
Clerical Supervisor	70	0.45	35
All Other Office Clerical	110	0.69	N/A
Plant Clerical	10	0.09	N/A
Sales Occupations	420	2.69	N/A
Sales Agents	70	0.43	N/A
Sales Clerks	310	1.96	41
All Other Sales Workers	40	0.25	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

HEALTH SERVICES, EXCEPT HOSPITALS
(SIC 80)

This industry group includes establishments primarily engaged in furnishing medical, surgical and other health services to persons. Hospitals (SIC 806) are excluded in this survey because they are surveyed separately and the results are provided in a separate publication.

There has been a reorganization in the delivery of health care in this country which has caused employment shifts and changes in the demand for skilled and unskilled workers. The number of workers employed in health services has grown rapidly. There are several reasons for this, the major impetus for rapid growth has been the aging of our population, rising incomes and a greater awareness of the need for proper health care.

While private hospitals employ the majority of all workers in the health services industry (119,900 in May 1981) and recorded the largest employment increase, all the segments - nursing and personal care facilities (SIC 805), doctor's offices (SIC 801), dentists offices (SIC 802) - have shown great percentage employment growth, as illustrated in the following table.

Industry (SIC)	Employment		Percent Change
	1978	1981	
80	190,700	214,200	+12
801	15,100	17,700	+17
802	9,200	10,600	+15
805	43,000	45,900	+ 7
806	110,300	121,400	+10

Nursing and personal care facilities (SIC 805) has become the second largest industry in health services employment. While an aging population has certainly had an influence on this growth, insurance coverage under medicare and medicaid has been the greatest influence. Recent changes in federal policy, however, could limit the rate of future growth.

HEALTH SERVICES, EXCEPT HOSPITALS
(SIC 80)
(continued)

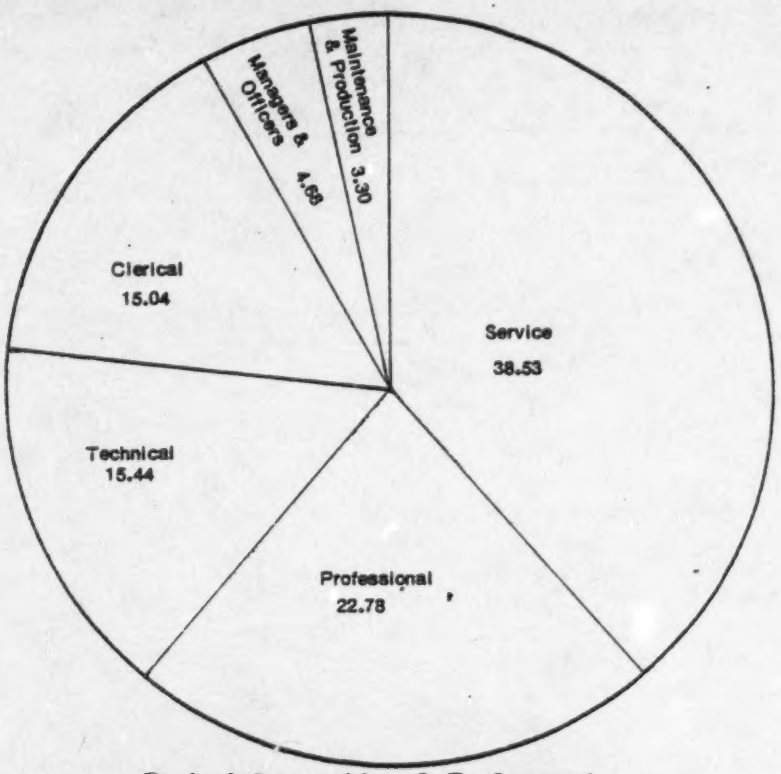
The staffing pattern of this industry (SIC 805) differs considerably from the rest of health services; it has a concentration of service occupations (2 out of every 3 workers) which is more alligned with the hotel industry than its own. There are fewer professional and technical workers here than in all health services (23 vs 38 percent) and a greater difference in the share of clerical workers (only 3 percent vs 15 percent).

There are major differences in the staffing patterns of doctor's and dentist's offices. Doctors represent a higher share of their office's employment (26 percent for doctors, 13 percent for dentists); therefore, they have a smaller share of support staff. Doctor's offices have a high share of professionally skilled support staff (11 percent are registered nurses) while dentist's offices have very few. Doctor's offices also use much less technical support but twice the share of clerical workers. Some of this difference can be attributed to the difference in size structure of each. Forty percent of the employment in doctor's offices occur where the staff size is greater than 10 workers while in dentist's offices this is true for only 20 percent of the employment.

HEALTH SERVICES, EXCEPT HOSPITALS (SIC 80, EXCEPT (806)

This major group includes establishments primarly engaged in furnishing medical, surgical, and other health service to persons. Associations or groups primarily engaged in providing medical or other health services to members are included.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Nurses Aide/Orderly	21,270	6.	Dental Assistant	4,000
2.	Nurses, Professional	8,030	7.	Secretary	3,790
3.	Physician/Surgeon	5,240	8.	Kitchen Helper	3,510
4.	Licensed Practical Nurse	4,540	9.	Maid	2,500
			10.	Receptionist	2,220
5.	Managers and Officers	4,330			

These 10 occupations make up 64% of total industry employment

Note: Sales workers account for less than .25 of employment

OCCUPATIONS OF EMPLOYEES
HEALTH SERVICES, EXCEPT HOSPITALS (SIC 80)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	92,550	100.00	N/A
Managers and Officers	4,330	4.68	6
Professional Occupations	21,080	22.78	N/A
Chemist	10	0.01	35
All Other Natural & Mathematical Scientist	50	0.05	N/A
Psychologist	630	0.67	27
All Other Social Scientists	80	0.08	N/A
Systems Analyst, EDP	50	0.04	19
Purchasing Agent and/or Buyer	70	0.07	28
Accountants and Auditors	330	0.35	18
Caseworker	1,790	1.93	20
Chiropractor	60	0.06	31
Dentist	1,490	1.61	9
Dietition and/or Nutritionist	600	0.64	35
Nurse, Professional	8,030	8.66	6
Occupational Therapist	200	0.22	30
Optometrist	170	0.18	23
Personnel & Labor Relations Spec.	50	0.04	35
Pharmacist	60	0.06	37
Physical Therapist	540	0.58	17
Physician and/or Surgeon	5,240	5.65	8
Podiatrist	60	0.05	47
All Other Therapist	230	0.24	34
Group Recreation Worker	340	0.36	20
Manual-Arts Therapist	340	0.36	25
Speech Pathologist and/or Audiologist	150	0.15	40
All Other Professional Workers	510	0.55	N/A
Technical Occupations	14,290	15.44	N/A
Computer Programmer	70	0.07	31
Biological Science Technician	60	0.06	35
Dental Assistant	4,000	4.32	5
Licensed Practical Nurse	4,540	4.89	7
Radiologic Technician	780	0.83	29
Medical-Record Librarian	150	0.16	20
Dental Hygienist	2,190	2.36	7
Medical Laboratory Technician	480	0.52	19
Biochemistry Technologist	60	0.06	31

SIC 80 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Microbiology Technologist . . .	30	0.03	32
Cytotechnologist	60	0.06	35
Medical Laboratory Technician .	380	0.40	19
Dietetic Technician	80	0.08	41
Blood Bank Technology Specialist	180	0.18	16
Physical Therapy Assistant . . .	280	0.29	20
All Other Medical and Dental Tech.	900	0.97	N/A
All Other Technicians	50	0.05	N/A
Service Occupations	35,660	38.53	N/A
Maid	2,500	2.69	11
All Other Janitors, Porters & Cleaners	890	0.95	19
Guards and Doorkeepers	60	0.06	36
Kitchen Helper	3,510	3.78	11
Cook, Institution	1,470	1.58	14
All Other Food Service Workers	1,490	1.61	N/A
Child Care Attendant	10	0.01	N/A
Supervisor, Nonworking Service	100	0.10	41
Housekeeper	410	0.44	35
Nurse Aide and/or Orderly . . .	21,270	22.95	4
Social Service Aide	710	0.76	40
Medical Assistant	1,240	1.34	16
Occupational Therapy Assistant	100	0.10	29
All Other Service Workers . . .	1,900	2.05	N/A
Maintenance and Production Occupations	3,050	3.30	N/A
Mechanic, Maintenance	20	0.02	43
All Other Mechanics and Repairers	20	0.02	N/A
Washer, Machine and/or Starcher	880	0.95	15
Laundry Presser, Machine . . .	130	0.14	46
Delivery & Route Worker	300	0.32	20
Supervisory, Nonworking	80	0.08	41
Maintenance Repairer , General Utility	490	0.52	19
Painter, Maintenance	30	0.03	45
Dental-Laboratory Technician .	510	0.55	20
Optician, Dispensing	120	0.12	27
Gardens and Groundskeepers . .	140	0.14	42
All Other Skilled Workers . . .	60	0.07	N/A
All Other Semiskilled Workers .	90	0.10	N/A
All Other Laborers	180	0.19	N/A
Clerical Occupations	13,920	15.04	N/A
Bookkeeping/Billing Machine Operator	230	0.25	28
Computer Operator	70	0.07	22
Keypunch Operator	130	0.13	34
All Other Office Machine Operators	40	0.04	N/A
Stenographer	60	0.06	31
Accounting Clerk	370	0.40	20

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Bookkeeper, Hand	1,060	1.14	12
Cashier	120	0.13	31
File Clerk	430	0.45	21
General Clerk, Office	1,770	1.91	14
Mail Clerk	20	0.02	19
Insurance Clerk, Medical	860	0.92	21
Payroll/Timekeeping Clerk	260	0.28	23
Personnel Clerk	40	0.04	43
Receptionist	2,220	2.39	9
Secretary	3,790	4.09	8
Switchboard Operator	210	0.22	31
Switchboard Operator/Receptionist	360	0.38	21
Typist	610	0.66	18
Clerical Supervisor	540	0.58	22
All Other Office Clerical Workers	530	0.58	N/A
Shipping/Receiving Clerk	80	0.08	18
Stock Clerk, Stockroom	50	0.04	34
All Other Plant Clerical Workers	70	0.07	N/A
Sales Occupations	220	0.24	N/A
Sales Representatives	200	0.21	21
Sales Clerk	20	0.01	36

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
OFFICES OF PHYSICIANS (SIC 801)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	16,970	100.00	N/A
Managers and Officers	780	4.60	15
Professional Occupations	7,150	42.13	N/A
Nurse, Professional	1,980	11.37	14
Physician and/or Surgeon	4,610	26.41	9
All Other Professional Workers . .	560	3.20	N/A
Technical Occupations	1,260	7.42	N/A
Licensed Practical Nurse	280	1.59	27
Radiologic Technician	670	3.83	34
All Other Technicians	460	2.64	N/A
All Other Medical & Dental Technicians	310	1.77	N/A
Service Occupations	1,110	6.54	N/A
All Other Janitors, Porters, & Cleaners	150	0.87	50
All Other Service Workers	20	0.11	N/A
Medical Assistant	960	5.48	20
Maintenance and Production Occupations	50	0.29	N/A
All Other Semiskilled Workers . .	50	0.28	N/A
Clerical Occupations	6,620	39.01	N/A
All Office Machine Operators . .	210	1.20	N/A
Bookkeeper, Hand	380	2.15	24
File Clerk	270	1.54	27
General Clerk, Office	950	5.42	23
Insurance Clerk, Medical	700	3.99	24
Receptionist	880	5.06	18
Secretary	2,180	12.48	12
Switchboard Operator	80	0.43	35
Typist	390	2.24	23
All Other Office Clerical Workers	580	3.33	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
OFFICES OF DENTISTS (SIC 802)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	10,470	100.00	N/A
Managers and Officers	430	4.11	18
Professional Occupations	1,480	14.14	N/A
Dentists	1,400	13.32	9
All Other Professional Workers	80	0.73	N/A
Technical Occupations	6,250	59.69	N/A
Dental Assistant	3,960	37.72	5
Dental Hygienist	2,180	20.71	7
All Other Technicians	110	1.05	N/A
Service Occupations	90	0.86	N/A
Service Workers	90	0.84	N/A
Maintenance and Production Occupations	70	0.69	N/A
All Other Semiskilled	50	0.48	N/A
All Other Laborers	20	0.19	N/A
Clerical Occupations	2,150	20.53	N/A
All Other Office Machine Operators	50	0.48	N/A
Bookkeeper, Hand	140	1.29	36
Cashier	10	0.11	46
File Clerk	100	0.90	47
General Clerk, Office	130	1.22	35
Insurance Clerk, Medical	90	0.81	41
Receptionist	880	8.41	13
Secretary	600	5.67	17
All Other Office Clerical Workers	200	1.92	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
OFFICES OF OTHER HEALTH PRACTITIONERS (SIC 804)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	2,110	100.00	N/A
Managers and Officers.....	160	7.58	10
Professional Occupations.....	1,020	48.34	N/A
Psychologist.....	240	11.58	21
All Other Social Scientists	20	0.85	N/A
Accountants and Auditors.....	20	0.71	40
Caseworker.....	60	2.81	44
Chiropractor.....	60	2.67	31
Nurse, Professional.....	40	1.81	36
Optometrist.....	110	5.05	23
Physical Therapist.....	180	8.58	32
Physician and/or Surgeon.....	90	4.10	41
Podiatrist.....	30	1.43	45
All Other Therapist.....	150	7.33	N/A
All Other Professional Workers...	20	0.71	N/A
Technical Occupations.....	120	5.69	N/A
Physical Therapy Assistant.....	50	2.52	34
All Other Medical & Dental Technicians	60	2.81	N/A
All Other Technicians.....	10	0.42	N/A
Service Occupations	180	8.53	N/A
Maid.....	10	0.28	50
All Other Janitors, Porters, & Cleaners	20	0.85	N/A
Medical Assistant.....	50	2.24	36
All Other Service Workers.....	100	4.95	N/A
Maintenance and Production Occupations	90	4.27	N/A
Optician, Dispensing.....	90	4.10	25
Clerical Occupations.....	530	25.12	N/A
Accounting Clerk.....	20	1.00	30
Bookkeeper, Hand.....	20	1.14	27
File Clerk.....	10	0.42	47
General Clerk, Office.....	80	3.95	27
Insurance Clerk, Medical.....	20	1.14	34
Payroll/Timekeeping Clerk.....	10	0.42	47
Receptionist.....	120	5.91	19
Secretary.....	150	7.34	15
Typist.....	40	1.66	33

SIC 804 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Supervisor.....	20	1.00	35
All Other Office Clerical Workers	40	2.00	N/A
Sales Occupations.....	10	0.47	N/A
Sales Workers.....	10	0.29	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
NURSING AND PERSONAL CARE FACILITIES (SIC 805)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	46,120	100.00	N/A
Managers and Officers	1,500	3.25	11
Professional Occupations	6,170	13.38	N/A
Caseworkers	320	0.69	15
Dietition and/or Nutritionist . .	570	1.22	37
Nurse, Professional	4,020	8.70	7
Occupational Therapist	120	0.26	35
Pharmacist.	30	0.07	48
Physical Therapist	130	0.28	24
All Other Therapist	110	0.24	N/A
Group Recreation Worker	330	0.72	20
Manual-Arts, Therapist	310	0.67	25
All Other Professional Workers . .	230	0.49	N/A
Technical Occupations	4,330	9.39	N/A
Licensed Practical Nurse	3,960	8.58	8
Medical-Record Librarian	120	0.26	23
Dietetic Technician	60	0.13	39
Physical Therapy Assistant . . .	190	0.40	25
All Other Technicians	30	0.07	N/A
Service Occupations	30,680	66.52	N/A
Maid	2,330	5.04	11
All Other Janitors, Porters, Cleaners	700	1.51	N/A
Guards & Doorkeepers	40	0.09	50
Kitchen Helper	3,480	7.53	11
Cook, Institution	1,440	3.10	14
All Other Food Service Workers . .	1,490	3.23	N/A
Supervisor, Nonworking Service . .	80	0.17	49
Housekeeper	370	0.79	38
Nurse Aide and/or Orderly	19,140	41.47	4
Social Service Aide	110	0.23	28
Occupational Therapy	90	0.19	30
All Other Service Workers	1,410	3.05	N/A
Maintenance and Production Occupations	1,990	4.31	N/A
Washer, Machine and /or Starcher .	880	1.90	15

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Laundry Presser, Machine	130	0.27	46
Supervisor, Nonworking	70	0.14	49
Maintenance Repairer, General Utility	450	0.96	20
Painter, Maintenance	30	0.06	48
All Other Skilled Workers	50	0.11	N/A
All Other Semiskilled Workers	200	0.43	N/A
All Other Laborers	180	0.40	N/A
Clerical Occupations	1,450	3.14	N/A
All Other Office Machine Operators	10	0.03	N/A
Accounting Clerk	50	0.10	35
Bookkeeper, Hand	320	0.69	20
General Clerk, Office	160	0.35	37
Payroll/Timekeeping Clerk	130	0.27	40
Receptionist	80	0.17	47
Secretary	230	0.49	20
Switchboard Operator/Receptionist	170	0.36	32
All Other Office Clerical Workers	280	0.61	N/A
Stock Clerk, Stockroom	30	0.06	46

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
MEDICAL AND DENTAL LABORATORIES (SIC 807)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,830	100.00	N/A
Managers and Officers	430	11.23	15
Professional Occupations	220	5.74	N/A
Systems Analyst, EDP	10	0.15	29
Purchasing Agent & /or Buyer . .	10	0.28	26
Accountants and Auditors	60	1.43	35
Personnel & Labor Relations Specialist	10	0.28	22
Physician and/or Surgeon	30	0.86	29
All Other Professional Workers .	100	2.48	N/A
Technical Occupations	1,220	31.85	N/A
Medical Laboratory Technician .	330	8.72	20
Biochemistry Technologist . . .	60	1.48	32
Microbiology Technologist . . .	30	0.83	32
Medical Laboratory Technician . .	240	6.24	20
All Other Medical & Dental Technol.	450	11.79	N/A
All Other Technicians	110	2.98	N/A
Service Occupations	70	1.83	N/A
All Other Janitors, Porters, & Cleaners	20	0.47	37
All Other Service Workers . . .	50	1.33	N/A
Maintenance and Production Occupations	810	21.15	N/A
All Other Mechanics & Repairers .	20	0.57	N/A
Delivery & Route Workers	300	7.78	20
Dental-Laboratory Technician . .	470	12.25	21
All Other Semiskilled	20	0.44	N/A
Clerical Occupations	960	25.07	N/A
Computer Operator	10	0.26	35
All Other Office Machine Operators	50	1.33	N/A
Bookkeeper, Hand	40	1.04	26
General Clerk, Office	170	4.41	24
Insurance Clerk, Medical	20	0.52	25
Payroll/Timekeeping Clerk . . .	30	0.86	33
Receptionist	60	1.56	29
Secretary	120	3.11	20
Switchboard Operator	10	0.15	29

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Typist	50	1.33	34
Clerical Supervisor	50	1.20	19
All Other Office Clerical Workers	270	11.53	N/A
All Other Plant Clerical Workers	80	2.12	N/A
Sales Occupations	120	3.13	N/A
Sales Representative	100	2.56	12
All Other Sales Workers	20	0.44	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
OUTPATIENT CARE FACILITIES (SIC 808)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	6,510	100.00	N/A
Managers and Officers	660	10.20	22
Professional Occupations	3,090	47.47	N/A
All Other Social Scientists	360	5.48	N/A
Systems Analyst, EDP	30	0.38	N/A
Accountants and Auditors	50	0.72	46
Caseworker	1,160	17.84	29
Nurse, Professional	510	7.87	37
Optometrist	20	0.30	24
Physician and/or Surgeon	470	7.26	24
All Other Therapists	180	2.79	N/A
All Other Professional Workers	310	4.75	N/A
Technical Occupations	380	5.84	N/A
All Other Technicians	20	.25	N/A
Radiologic Technician	40	0.58	47
Blood Bank Technician Specialist	10	0.15	N/A
All Other Medical & Dental Technologists	310	4.85	N/A
Service Occupations	800	12.29	N/A
All Other Janitors, Porters & Cleaners	80	1.30	N/A
Guards and Doorkeepers	10	0.21	34
All Other Food Service	50	.69	N/A
Child Care Attendant	10	0.15	N/A
Medical Assistant	160	2.45	19
All Other Service Workers	490	7.50	N/A
Maintenance and Production Occupations	130	2.00	N/A
Optician, Dispensing Optician	10	0.07	N/A
All Other Skilled Workers	30	.45	N/A
All Other Semiskilled Workers	50	.79	N/A
All Other Laborers	40	.54	N/A

SIC 808 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Occupations	1,420	21.81	N/A
Computer Operator	50	0.72	28
All Other Office Machine Operators	50	.82	N/A
Stenographer	40	0.64	38
Bookkeeper, Hand	110	1.69	36
Mail Clerk	10	0.12	N/A
Receptionist	160	2.43	25
Secretary	370	5.75	25
Switchboard Operator	20	0.29	41
Switchboard Operator/Receptionist	90	1.31	49
Clerical Supervisor	60	0.84	48
All Other Office Clerical	440	6.71	N/A
All Other Plant Clerical	20	.31	N/A
Sales Occupations	30	.46	N/A
Sales Agents	30	.44	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
HEALTH AND ALLIED SERVICES, N.E.C. (SIC 809)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	6,130	100.00	N/A
Managers and Officers	350	5.71	13
Professional Occupations	1,960	31.97	N/A
Accountants and Auditors	40	0.60	42
Caseworker	200	3.22	45
Nurse, Professional	1,430	23.29	11
Occupational Therapist	30	0.47	37
Personnel & Labor Relations Specialist	10	0.08	28
Physical Therapist	150	2.[illegible]	24
Speech Pathologist And/Or Audiologist	40	0.58	40
All Other Professional Workers	60	1.03	N/A
Technical Occupations	210	3.43	N/A
Computer Programmer	10	0.09	N/A
Licensed Practical Nurse	80	1.33	40
Blood Bank Technical Specialist	120	1.95	15
All Other Technicians	20	0.26	N/A
Service Occupations	2,720	44.37	N/A
All Other Janitors, Porters, & Cleaners	10	0.22	N/A
Guards & Doorkeepers	10	0.08	49
Nurse Aide And/Or Orderly	1,880	30.70	13
All Other Service Workers	820	13.29	N/A
Maintenance and Production Occupations	70	1.14	N/A
Mechanic, Maintenance	10	0.09	N/A
All Other Skilled Workers	10	0.11	N/A
All Other Semiskilled Workers	30	0.49	N/A
All Other Laborers	50	0.83	N/A
Clerical Occupations	760	12.40	N/A
Bookkeeping/Billing Machine Operator	10	0.17	50
Computer Operator	10	0.09	17
Keypunch Operator	20	0.29	40
Accounting Clerk	30	0.45	50
Bookkeeper, Hand	60	0.89	24
General Clerk, Office	140	2.24	37
Payroll/Timekeeping Clerk	20	0.29	42

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Personnel Clerk	10	0.08	28
Receptionist	30	0.50	44
Secretary	140	2.23	20
Statistical Clerk	10	0.17	48
Switchboard Operator/Receptionist	20	0.24	49
Typist	40	0.58	36
Clerical Supervisor	70	1.07	29
All Other Office Clerical Workers	100	1.60	N/A
Shipping/Receiving Clerk	50	0.81	15
Sales Occupations	60	0.98	N/A
Sales Representative	60	1.02	45

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

LEGAL SERVICES
(SIC 81)

This industry has continued to expand in employment over the past few years, with lawyers, the primary income producing occupational category in the industry, showing a dramatic numerical increase of almost 40 percent since the 1978 survey. Despite this large numerical growth, lawyers have increased in percentage share of total industry employment by only about 3.5 percentage points. Paralegal personnel have grown even more rapidly during this same period (over 50 percent). Supportive office clerical occupations, which account for over half of legal service jobs, expanded by approximately 10 percent. Other than lawyers, paralegals, and secretaries, most other categories exhibited relatively minor changes, with slow, steady growth the apparent norm in most cases.

OCCUPATIONS OF EMPLOYEES
LEGAL SERVICES (SIC 81) 1/

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	14,490	100.00	N/A
Managers and Officers	720	4.97	32
Professional Occupations	5,660	39.06	N/A
Accountants and Auditors	120	0.80	41
Law Clerk	610	4.21	29
Lawyer	3,900	26.93	12
Paralegal Personnel	920	6.34	36
All Other Professional Workers	110	0.73	N/A
Technical Occupations	30	0.21	N/A
All Other Technicians	30	0.20	N/A
Service Occupations	300	2.07	N/A
Janitors, Porters & Cleaners	300	2.05	47
Maintenance and Production Occupations	-	-	-
Clerical Occupations	7,780	53.69	N/A
All Other Office Machine Operators	250	1.72	N/A
Accounting Clerk	180	1.22	40
Bookkeeping, Hand	170	1.15	45
File Clerk	140	0.98	41
Receptionist	270	1.87	37
Secretary	5,490	37.91	7
Switchboard Operator/Receptionist	170	1.17	40
Messenger	270	1.87	38
Typist	160	1.10	42
All Other Office Clerical Workers	680	4.69	N/A
Sales Occupations	-	-	-

N/A Relative Error Not Available

Note: May not add to totals due to rounding.
1/: The 3-digit SIC 811 is equivalent to the 2-digit SIC 81

SOCIAL SERVICES
(SIC 83)

Social services has been one of the fastest growing industries in Massachusetts, with total industry employment increasing by nearly 40 percent during the period between the 1978 and 1981 nonmanufacturing surveys. Significant changes have occurred in many occupational groups. Over 30 percent of professional employment is now in teaching occupations: elementary or preschool teacher (2,460); nonvocational education teacher (740); and vocational education teacher (500). Educational requirement priorities in the social services include work or career oriented programs as well as those involved with personal interest or personal improvement, rehabilitation for handicapped or retarded persons, and child care and education centers. The magnitude and direction of employment changes are affected by many factors, primarily the changing needs and desires of people utilizing the services. One such change is the growing number of working mothers requiring preschool or day care center facilities for their young children, reflected by the more than 50 percent jump in preschool teachers. The number of caseworkers has nearly doubled, reflecting not only an increase in the number of people being serviced, but a changing attitude toward more personal, individualized attention. The supportive categories, teacher aide and social service aide, have both more than doubled in employment over the same period.

As the number of social service facilities has grown, the demand for professional nurses and nurse aides has also grown; both categories have shown increases in employment of more than 100 percent since the 1978 survey.

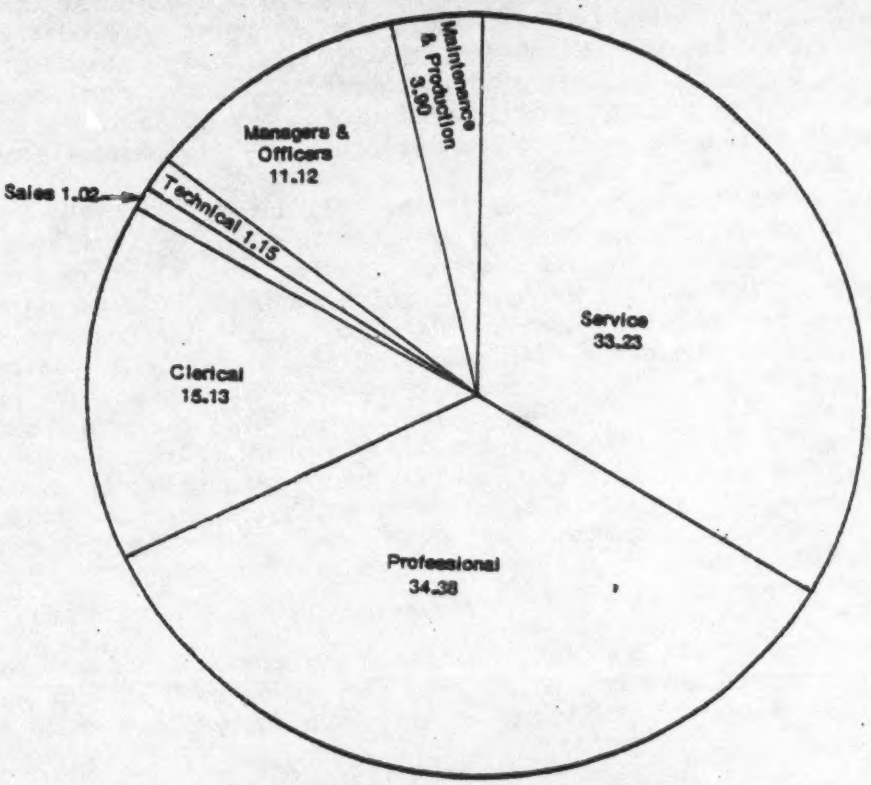
There have been substantial employment increases in the advertising, promotion, and sales occupations as well, with public relations practitioners up more than 60 percent, and sales occupations, employment, including contributions soliciters and sales agents, more than doubling since the 1978 survey. Also community organization workers are up about 45 percent.

While these occupations have shown the most spectacular gains in employment over the past three years, most of the other occupational categories in the industry have also expanded, although to a lesser degree. Employment in the major categories noted above can reasonably be expected to continue to change as a direct function of public awareness and concern for the need for more and better social services.

SOCIAL SERVICES (SIC 83)

This major group includes establishments providing social services and rehabilitation services to those persons with social or personal problems requiring special services and to the handicapped and the disadvantaged. Also included are organizations soliciting funds to be used directly for these and related services.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Case Workers	4,700	6.	Social Service Aide	1,860
2.	Managers and Officers	4,270	7.	Secretary	1,330
			8.	Teacher Aide	1,260
3.	Nurse Aide/Orderly	2,520	9.	General Clerk Office	880
4.	Teacher, Elementary or Pre-school	2,460	10.	Nurse, Professional	790
5.	Child-Care Workers	2,190			

These 10 occupations make up 50% of total industry employment

OCCUPATIONS OF EMPLOYEES
SOCIAL SERVICES (SIC 83)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	38,400	100.00	N/A
Managers and Officers	4,270	11.12	5
Professional Occupations	13,200	34.38	N/A
Statistician	10	0.03	29
Psychologist	230	0.58	25
All Other Social Scientist	10	0.02	N/A
Systems Analyst, EDP	10	0.01	47
Teacher, Vocational	500	1.29	47
Teacher, Non-Vocational Education	740	1.93	34
Vocational/Education Counselor	750	1.95	20
Teacher, Elementary or Preschool	2,460	6.40	8
All Other Teachers	380	0.99	19
Purchasing Agent and/or Buyer	50	0.12	32
Accountants and Auditors	310	0.80	18
Budget Analyst	60	0.16	20
Director, Camp	20	0.04	27
Caseworker	4,700	12.26	10
Clergy	20	0.05	45
Dentist	10	0.02	41
Dietition and/or Nutritionist	120	0.31	19
Lawyer	10	0.03	34
Nurse, Professional	790	2.06	16
Occupational Therapist	60	0.15	34
Paralegal Personnel	70	0.17	34
Personnel & Labor Relations Spec.	50	0.12	40
Physical Therapist	50	0.13	30
Physician and/or Surgeon	60	0.16	26
Public-Relations Practitioner	130	0.34	38
Director of Religious Activities	20	0.04	42
Community Organization Worker	520	1.35	31
All Other Therapist	120	0.32	N/A
Group Recreation Worker	610	1.58	28
All Other Professional Workers	330	0.85	N/A
Technical Occupations	440	1.15	N/A
Licensed Practical Nurse	350	0.90	10
Medical-Record Librarian	10	0.02	35
All Other Technicians	80	0.22	N/A

SIC 83 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Service Occupations	12,760	33.23	N/A
Maid	470	1.23	11
House Cleaner	270	0.69	18
All Other Janitors, Porters, & Cleaners	400	1.03	N/A
Guards and Doorkeepers	80	0.20	19
Dining Room Attendant	270	0.70	32
Kitchen Helper	500	1.30	10
Waiter or Waitress	200	0.52	20
Counter Attendant, Lunchroom	140	0.37	43
Cook, Short Order and/or Fast Food	20	0.05	46
Cook, Institution	490	1.26	9
All Other Food Service Workers	210	0.53	N/A
Child Care Attendant	590	1.54	37
Supervisor, Nonworking Service	140	0.36	21
Housekeeper	90	0.22	22
Nurse Aide and/or Orderly	2,520	6.58	14
Child-Care Worker	2,190	5.71	16
Social Service Aide	1,860	4.85	19
Occupational Therapy	80	0.21	46
All Other Service Workers	2,240	5.84	N/A
Maintenance and Production Occupations	1,530	3.98	N/A
All Other Mechanics and Repairers	10	0.03	N/A
Washer, Machine and/or Starcher	50	0.12	26
Laundry Operator, Small Establishment	50	0.12	22
Laundry Presser, Machine	20	0.03	42
Trucker Driver	70	0.17	34
Carpenter	80	0.21	42
Delivery & Route Worker	110	0.29	36
Supervisor, Nonworking	140	0.36	26
Maintenance Repairer, General Utility	240	0.63	20
Helper, Trades	10	0.02	33
Order Filler	10	0.02	35
Painter, Maintenance	20	0.04	36
Gardeners and Groundskeeper	60	0.16	25
Chauffeur	20	0.05	33
Bus Driver, School	180	0.45	21
All Other Skilled Workers	60	0.17	20
All Other Semiskilled Workers	180	0.48	93
All Other Laborers	220	0.57	24
Clerical Occupations	5,810	15.13	N/A
Bookkeeping/Billing Machine Operator	80	0.21	27
Computer Operator	20	0.04	42
Keypunch Operator	20	0.03	43
All Other Office Machine Operators	10	0.03	N/A
Stenographer	10	0.01	38
Accounting Clerk	210	0.54	20
Bookkeeper, Hand	460	1.19	12

SIC 83 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Cashier	20	0.04	24
File Clerk	100	0.25	25
General Clerk, Office	880	2.29	30
Payroll/Timekeeping Clerk	90	0.22	12
Personnel Clerk	50	0.12	17
Receptionist	260	0.67	24
Secretary	1,330	3.47	9
Switchboard Operator	50	0.13	20
Switchboard Operator/Receptionist	190	0.50	18
Typist	230	0.58	22
Clerical Supervisor	160	0.42	23
Teacher Aide and/or Orderly	1,260	3.28	16
All Other Office Clerical Workers	290	0.75	N/A
Production Clerk/Coordinator	60	0.14	27
Shipping Packer	10	0.01	20
Shipping/Receiving Clerk	10	0.01	28
Stock Clerk, Stockroom	10	0.02	14
Sales Occupations	390	1.02	N/A
All Other Sales Agents	320	0.83	N/A
Sales Clerk	70	0.19	26

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
INDIVIDUAL AND FAMILY SOCIAL SERVICES (SIC 832)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	13,150	100.00	N/A
Managers and Officers	1,500	11.41	10
Professional Occupations	4,920	37.39	N/A
Statistician	10	0.05	25
Psychologist	60	0.48	41
Teacher, Vocational	10	0.05	43
Teacher, Nonvocational Education	60	0.44	48
Vocational and Educational Counselor	250	1.90	49
All Other Teachers	150	1.17	N/A
Purchasing Agent and/or Buyer	20	0.16	43
Accountants and Auditors	80	0.61	33
Budget Analyst	15	0.10	30
Director, Camp	10	0.07	30
Caseworker	3,130	23.93	14
Dietitian and/or Nutritionist	20	0.15	21
Nurse, Professional	280	2.13	36
Paralegal, Personnel	70	0.50	34
Physician and/or Surgeon	20	0.16	43
Director of Religious Activities	20	0.11	50
All Other Therapists	50	.36	N/A
Group Recreation Worker	340	2.56	32
Manual Arts, Therapist	10	0.03	40
All Other Professional Workers	310	2.33	N/A
Technical Occupations	50	.38	N/A
Licensed Practical Nurse	20	0.18	35
All Other Technicians	30	.25	N/A
Service Occupations	4,510	34.31	N/A
Maid	20	0.17	37
House Cleaner	20	0.12	27
All Other Janitors, Porters & Cleaners	180	1.37	N/A
Guards and Doorkeepers	10	0.06	35

SIC 832 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Kitchen Helper	60	0.45	38
Counter Attendant, Lunchroom	60	0.45	31
All Other Food Services	180	1.38	N/A
Supervisor, Nonworking Services	70	0.51	36
Nurse Aide and/or Orderly	1,060	8.06	28
Child-Care Worker	270	2.08	38
Social Service Aide	980	7.50	33
All Other Service Workers	1,600	12.20	N/A
Maintenance and Production Occupations	320	2.43	N/A
Delivery and Route Worker	100	0.75	41
Supervisor, Nonworking	30	0.19	29
Maintenance Repair, General Utility	30	0.19	35
Order Filler	10	0.05	40
Chauffer	20	0.14	36
All Other Skilled Workers	40	.30	N/A
Bus Driver, School	10	0.08	50
All Other Semiskilled Workers	50	.34	N/A
All Other Laborers	30	.19	N/A
Clerical Occupations	1,820	13.85	N/A
Bookkeeping/Billing Machine Operator	40	0.38	44
All Other Office Machine Operators	10	.08	N/A
Bookkeeper, Hand	190	1.45	22
File Clerk	30	0.25	39
General Clerk, Office	340	2.56	29
Payroll/Timekeeping Clerk	20	0.15	17
Personnel Clerk	20	0.15	28
Receptionist	130	0.99	40
Secretary	530	4.02	17
Switchboard Operator	20	0.18	38
Switchboard Operator/Receptionist	90	0.64	28
Typist	90	0.64	46
Clerical Supervisor	60	0.48	50
Teacher Aide and/or Educational Assistant	60	0.45	35
All Other Office Clerical	180	7.65	N/A
All Other Plant Clericals	10	.10	N/A
Sales Occupations	30	.23	N/A
Sales Workers	30	.20	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
JOB TRAINING AND VOCATIONAL REHABILITATION (SIC 833)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,440	100.00	N/A
Managers and Officers	360	10.47	6
Professional Occupations	1,230	35.76	N/A
Teacher, Vocational Education	270	7.84	15
Teacher, Non-Vocational Education	40	1.02	20
Vocational/Education Counselor	210	6.14	16
Teacher, Elementary or Preschool	280	8.28	20
All Other Teachers	90	2.76	N/A
Purchasing Agent &/Or Buyer	10	0.17	37
Accountants and Auditors	10	0.38	29
Budget Analyst	10	0.38	33
Caseworker	110	3.29	26
Nurse, Professional	10	0.41	12
Personnel & Labor Relations Specialist	10	0.14	28
Public-Relations Practitioner	10	0.35	33
Community Organization Worker	30	0.73	43
All Other Therapist	40	1.06	N/A
Group Recreation Worker	20	0.55	27
All Other Professional Workers	90	2.77	N/A
Technical Occupations	10	0.29	N/A
Licensed Practical Nurse	10	0.14	20
Service Occupations	630	18.31	N/A
Maid	30	0.94	22
House Cleaner	20	0.64	12
All Other Janitors, Porters, & Cleaners	30	0.99	N/A
Guards & Doorkeepers	20	0.64	13
Kitchen Helper	10	0.20	14
Cook, Institution	30	0.79	13
All Other Food Service Workers	60	1.71	N/A
Supervisor, Nonworking Service	40	1.02	34
Nurse Aide and/or Orderly	10	0.32	N/A
Social Service Aide	160	4.61	18
All Other Service Workers	220	6.48	N/A
Maintenance and Production Occupations	420	12.21	N/A
All Other Mechanics & Repairers	10	0.29	N/A
Truck Driver	30	0.76	14

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Bus Driver	10	0.26	11
Delivery & Route Worker	10	0.20	71
Supervisor, Nonworking	90	2.52	22
Maintenance Repairer, General Utility	50	1.32	10
Gardeners and Groundskeeper	10	0.23	12
All Other Skilled Workers	60	1.71	N/A
All Other Laborers	150	4.36	N/A
Clerical Occupations	680	19.77	N/A
Bookkeeping/Billing Machine Operator	10	0.23	22
Keypunch Operator	10	0.14	N/A
Accounting Clerk	30	0.73	16
Bookkeeper, Hand	40	1.26	16
Cashier	10	0.26	N/A
File Clerk	10	0.17	37
General Clerk, Office	150	4.29	6
Payroll/Timekeeping Clerk	20	0.70	24
Receptionist	30	0.76	11
Secretary	110	3.29	14
Switchboard Operator	10	0.20	N/A
Switchboard Operator/Receptionist	20	0.58	15
Typist	30	0.88	19
Clerical Supervisor	40	1.20	30
Teacher Aide and/or Orderly	80	2.38	14
All Other Office Clerical Workers	20	0.53	N/A
Production Clerk/Coordinator	40	1.23	29
Shipping Packer	10	0.14	20
Stock Clerk, Stockroom	10	0.14	N/A
Sales Occupations	110	3.20	N/A
All Other Sales Agents	50	1.41	N/A
Sales Clerk	60	1.67	29

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
CHILD DAY CARE SERVICES (SIC 835)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	5,080	100.00	N/A
Managers and Officers	750	14.76	9
Professional Occupations	2,200	43.31	N/A
Teacher, Elementary or Preschool	1,910	37.47	9
Accountants and Auditors	100	1.94	38
Dietition and/or Nutritionist	40	0.72	34
Nurse, Professional	40	0.78	40
All Other Therapist	40	0.73	N/A
All Other Professional Workers	70	1.41	N/A
Technical Occupations	10	0.20	N/A
Technicians	10	0.26	N/A
Service Occupations	1,140	22.44	N/A
Maid	130	2.49	21
All Other Janitors, Porters, & Cleaners	40	0.80	N/A
Kitchen Helper	60	1.11	24
Cook, Institution	110	2.19	18
All Other Food Service Workers	20	0.37	N/A
Housekeeper	20	0.37	49
Child-Care Worker	610	11.96	25
All Other Service Workers	150	2.92	N/A
Maintenance and Production Occupations	130	2.56	N/A
Bus Driver, School	130	2.52	25
Clerical Occupations	850	16.73	N/A
Bookkeeping/Billing Machine Operator	10	0.17	50
Accounting Clerk	30	0.60	40
Bookkeeper, Hand	30	0.52	38
General Clerk, Office	30	0.64	44
Receptionist	30	0.49	32
Secretary	70	1.37	23
Teacher Aide and/or Orderly	650	12.66	16
Sales Occupations	-	-	-

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
RESIDENTIAL CARE (SIC 836)

Reference Date May 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	7,140	100.00	N/A
Managers and Officers	640	8.96	7
Professional Occupations	1,660	23.25	N/A
Psychologist	60	0.77	41
Teacher, Vocational	10	0.08	37
Vocational/Educational Counselor	210	2.99	31
Teacher, Elementary or Preschool	70	0.97	37
All Other Teachers	220	3.08	N/A
Purchasing Agent and/or Buyer	10	0.08	24
Accountants and Auditors	40	0.49	26
Caseworker	450	6.29	17
Dentist	10	0.14	41
Dietition and/or Nutritionist	40	0.52	19
Nurse, Professional	260	3.72	14
Physical Therapist	10	0.16	19
Physician and/or Surgeon	20	0.23	20
Community Organization Worker	20	0.21	20
All Other Therapists	20	0.34	22
Group Recreation Worker	60	0.79	22
All Other Professional Workers	150	2.06	36
Technical Occupations	270	3.78	N/A
Licensed Practical Nurse	260	3.65	11
All Other Medical & Dental Technicians	10	.08	N/A
Service Occupations	3,580	50.14	N/A
Maid	240	3.41	16
House Cleaner	50	0.73	23
All Other Janitors, Porters & Cleaners	70	0.97	10
Guards and Doorkeepers	20	0.26	21
Dining Room Attendant	110	1.52	23
Kitchen Helper	310	4.41	12
Waiter or Waitress	190	2.72	19
Cook, Institution	270	3.82	10
All Other Food Service Workers	70	0.93	37
Supervisor, Homeworking Service	20	0.23	21
Housekeeper	50	0.71	32
Nurse Aide and/or Orderly	1,060	14.99	11

SIC 836 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Child Care Worker	850	11.99	17
Social Service Aide	90	1.32	29
Occupational Therapy Assistant	20	0.21	41
All Other Service Workers	160	2.29	N/A
Maintenance and Production Occupations	340	4.76	N/A
Washer, Machine and/or Starcher	40	0.59	28
Laundry Operator, Small Establishment	30	0.46	21
Laundry Presser, Machine	20	0.21	42
Supervisor, Homworking	10	0.07	28
Maintenance Repairer, Gen. Utility	120	1.69	13
Helper, Trades	10	0.09	38
Painter, Maintenance	10	0.15	46
Gardeners and Groundskeeper	50	0.74	28
All Other Skilled Workers	10	0.07	N/A
All Other Semiskilled Workers	10	0.16	N/A
All Other Laborers	30	0.37	N/A
Clerical Occupations	650	9.10	N/A
Bookkeeping/Billing Machine Operator	10	0.07	35
Accounting Clerk	10	0.16	24
Bookkeeper, Hand	60	0.87	14
General Clerk,Office	70	1.01	25
Payroll/Timekeeping Clerk	10	0.12	19
Personnel Clerk	10	0.07	20
Receptionist	10	0.15	24
Secretary	110	1.53	12
Switchboard Operator	10	0.19	20
Switchboard Operator/Receptionist	20	0.23	14
Typist	20	0.25	26
Clerical Supervisor	20	0.22	41
All Other Office Clerical Workers	280	4.01	N/A
All Other Plant Clerical Workers	10	0.08	N/A
Sales Occupations	0	0	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

MUSEUMS AND ART GALLERIES
(SIC 841)

This industry provides employment to only 2,500 people making it one of the smaller ones in the state. However, its contribution to the overall Massachusetts economy is more important than the total industry employment would indicate. Massachusetts, and in particular the Boston area, is known for its historical, educational, and cultural institutions. This asset has been an important factor in attracting many thousands of visitors to the area with resultant benefits to all tourist related businesses such as hotels, restaurants, shops and numerous other establishments.

The industry has 82 employers statewide with an estimated average annual employment of 2,500. The greatest concentration is in the city of Boston where approximately 20 percent of the establishments and over 40 percent of the industry employment is located. Outside of the Boston area, Sturbridge, has the largest concentration of industry employment. Due to seasonal factors museums and art galleries employ a large number of part time workers. There is a swing of 25 percent between January, the month with the lowest estimated employment (2,150), and June, with the highest (2,700).

The service area with 36 percent of total employment was the largest occupational group in the 1981 survey. The occupations of guide (18 percent), managers and officers (12 percent), and security guards (10 percent) were the three employing the largest number of people.

Comparing the occupational profile of the surveys done in 1978 and 1981 the service occupations grew most rapidly. Managers and officers and professional occupations had some slippage, but a notable exception was an increase in the number of curators. Between 1978 and 1981 the number of establishments in the industry increased by three, from 79 to 82, while overall employment grew about 9 percent.

OCCUPATIONS OF EMPLOYEES
MUSEUMS AND ART GALLERIES (SIC 841) 1/

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	2,550	100.00	N/A
Managers and Officers	310	12.16	11
Professional Occupations	290	11.37	N/A
Teacher, Non-Vocational Education	60	2.28	26
Archivist	10	0.31	22
Librarian, Professional	20	0.90	18
Curator, Museum	110	4.33	24
All Other Professional Workers	90	3.66	N/A
Technical Occupations	270	10.59	N/A
Museum Technician and/or Restorer	30	1.22	14
Technical Assistant, Library	20	0.78	30
All Other Technicians	220	8.82	N/A
Service Occupations	930	36.47	N/A
Janitors, Porters & Cleaners	130	5.12	16
Guards and Doorkeepers	260	10.25	20
Food Service Workers	10	0.31	35
Guide, Sightseeing or Establishment	470	18.35	30
All Other Service Workers	60	2.20	N/A
Maintenance and Production Occupations	150	5.88	N/A
Carpenter	20	0.82	18
Maintenance Repair, General Utility	50	1.96	25
Helper, Trades	40	1.49	15
Gardeners & Groundskeepers	40	1.57	23
All Other Laborers	20	0.71	N/A
Clerical Occupations	370	14.51	N/A
Accounting Clerk	30	0.98	22
Bookkeeper, Hand	20	0.78	25
Cashier	50	1.81	30
General Clerk,Office	90	3.42	24
Payroll/Timekeeping Clerk	10	0.19	20
Receptionist	10	0.27	29
Secretary	100	3.78	14
Switchboard Operator/Receptionist	10	0.39	22
All Other Office Clerical	50	1.85	N/A

SIC 841 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sales Occupations	230	9.02	N/A
Sales Representative.....	10	0.43	22
Sales Clerk.....	220	8.62	11

N/A Relative Error Not Available

Note: May not add to totals due to rounding

1/ SIC 841 represents more than 90 percent of employment in SIC 84

MEMBERSHIP ORGANIZATIONS
(SIC 86)

Distribution of Establishments and Employment by Three Digit SIC

SIC	Industry	Percent of Establishments	Percent of Employment
861	Business Organizations	12	8
862	Professional Membership Organizations	5	6
863	Labor Unions	27	18
864	Civic, Social and Fraternal Associations	49	58
865	Political Organizations	2	1
866	Religious Organizations1/	1	3
869	Membership Organizations, NEC	4	6

At the time of the survey this industry had approximately 2,000 establishments with an estimated average annual employment of just over 17,500. Nearly half the establishments (49 percent) and 58 percent of total industry employment are located in SIC 864. The organizations are primarily small in size. The following table shows that 78 percent of the establishments employ less than 10 persons and account for only 28 percent of employment. On the other hand while only three percent of the establishments have 50 or more employees, they represent 32 percent of all workers.

Establishment Size (Number of Employees)	Percent of Establishments	Percent of Employment
0-9	78	28
10-19	12	18
20-49	7	22
50-99	2	11
100-249	0.9	14
250+	0.2	7

1/ Over 95 percent of employment in this SIC (approximately 12,000) is exempt from coverage under the Massachusetts Employment Security Law.

MEMBERSHIP ORGANIZATIONS
(SIC 86)
(continued)

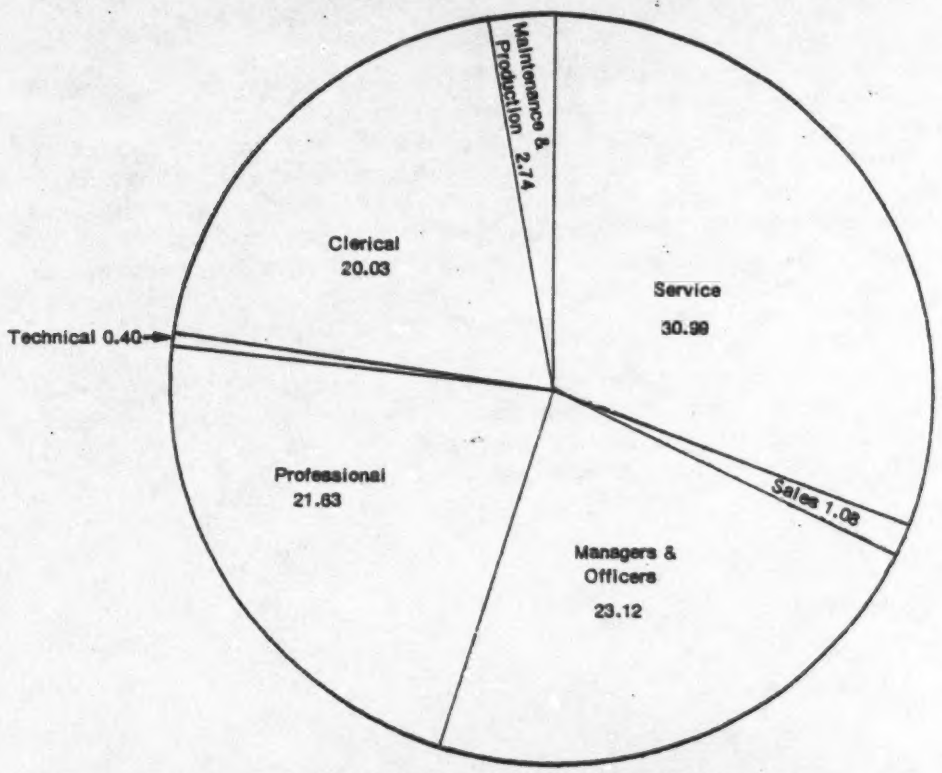
The largest number of occupations is in the service group followed by managers and officers, professional, and clerical. With the exception of SIC 861 and 862 which account for only 14 percent of employment in the industry group, many of the occupations are of a part time nature and a great many are elective positions that merely pay an annual or monthly stipend. The largest single specific occupation was that of bartender and it accounted for over 12 percent of total industry employment. The next largest occupations, secretary and waiter/waitress, combined accounted for another 12 percent of total employment.

The occupational groups showing an increase in estimated employment include service occupations, managers and officers, technical occupations and sales occupations. Decreased employment appears in the professional occupations, maintenance and production, and clerical.

MEMBERSHIP ORGANIZATIONS (SIC 86)

This major group includes organizations operating on a membership basis for the promotion of the interests of the members. Included are such as trade associations; professional membership organizations; labor unions and similar labor organizations; and political and religious organizations.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Managers and Officers	4,050	
2.	Bartender	2,140	
3.	Secretary	1,100	
4.	Waiter/Waitress	1,090	
5.	Group Recreation Worker	1,040	
6.	General Clerk, Office	650	
7.	All Other Janitors and Cleaners	630	
8.	Personnel/Labor Relations Specialist	450	
9.	All Other Service Workers	370	
10.	Community Organization Worker	320	

These 10 occupations make up 68% of total industry employment

OCCUPATIONS OF EMPLOYEES
MEMBERSHIP ORGANIZATIONS (SIC 86)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	17,520	100.00	N/A
Managers and Officers	4,050	23.12	5
Professional Occupations	3,790	21.63	N/A
Statistician	10	0.04	18
All Other Natural & Mathematical Scientists	10	0.03	N/A
Teacher, Non-Vocational Education	300	1.70	24
All Other Teachers	100	.59	N/A
Purchasing Agent and/or Buyer	10	0.03	25
Accountants and Auditors	180	1.05	14
Director, Camp	20	0.19	31
Caseworker	240	1.35	28
Writer and/or Editor	150	0.86	16
Lawyer	30	0.18	23
Librarian, Professional	40	0.21	32
Curator, Museum	60	0.34	34
Paralegal Personnel	20	0.11	27
Personnel & Labor Relation Specialist	450	2.56	18
Physician and/or Surgeon	270	1.54	1
Public Relations Practitioner	180	1.03	20
Sports Instructor	110	0.62	35
Community Organization Worker	320	1.84	27
Group Recreation Worker	1,040	5.96	16
All Other Professional Workers	250	1.42	N/A
Technical Occupations	70	.40	N/A
Computer Programmer	20	0.12	26
All Other Technicians	50	.26	N/A
Service Occupations	5,430	30.99	N/A
Maid	200	1.14	13
All Other Janitors, Porters & Cleaners	630	3.58	N/A
Guards and Doorkeepers	90	0.49	27
Bartender	2,140	12.23	11

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Dining Room Attendant	80	0.47	29
Kitchen Helper	200	1.12	23
Waiter or Waitress	1,090	6.21	17
Cook, Restaurant	190	1.07	26
All Other Food Services	80	.45	N/A
Recreation Facility	110	0.65	22
Child-Care Worker	80	0.43	33
Lifeguard	170	0.96	24
All Other Service Workers	370	2.13	N/A
Maintenance and Production Occupations	480	2.74	N/A
Maintenance Repairer, General Utility	240	1.38	27
Press Operator and/or Plate Printer	20	0.11	24
All Other Skilled Workers	40	.21	N/A
All Other Semiskilled Workers	80	.45	N/A
All Other Laborers	100	.56	N/A
Clerical Occupations	3,510	20.03	N/A
Computer Operator	20	0.10	18
Keypunch Operator	30	0.15	27
All Other Office Machine Operators	20	.10	N/A
Stenographer	70	0.38	32
Accounting Clerk	180	1.04	13
Bookkeeper, Hand	320	1.81	11
File Clerk	80	0.47	23
General Clerk, Office	650	3.73	12
Mail Clerk	80	0.47	19
Payroll/Timekeeping Clerk	70	0.39	26
Receptionist	140	0.81	19
Secretary	1,100	6.29	7
Switchboard Operator/Receptionist	160	0.90	17
Traveler Counselor, Auto Club	80	0.43	33
Typist	310	1.75	19
Clerical Supervisor	30	0.18	34
All Other Office Clerical	130	.77	N/A
Shipping/Receiving Clerk	10	0.06	27
All Other Plant Clerical	30	.18	N/A
Sales Occupations	190	1.08	N/A
All Other Sales Agents	180	1.01	N/A
All Other Sales Workers	10	.05	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

OCCUPATIONS OF EMPLOYEES
BUSINESS ASSOCIATIONS (SIC 861)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	1,450	100.00	N/A
Managers and Officers	510	35.17	7
Professional Occupations	220	15.17	N/A
Teacher, Non-Vocational Education	10	0.55	45
Accountants and Auditors	30	2.29	26
Writer and/or Editor	30	2.36	24
Personnel and Labor Relations Spec.	10	0.76	46
Public Relations Practitioner . .	40	2.43	30
Community Organizations	30	2.22	46
All Other Professional Workers . .	70	4.73	N/A
Technical Occupations	20	1.38	N/A
Computer Programmer	10	0.34	28
All Other Technicians	10	0.69	N/A
Service Occupations	20	1.38	N/A
Maid	10	0.41	29
All Other Janitors, Porters and Cleaners	10	0.83	N/A
Maintenance and Production Occupations	20	1.38	N/A
Press Operator and/or Plate Printer	10	0.69	37
All Other Semiskilled Workers . .	10	0.35	N/A
Clerical Occupations	560	38.62	N/A
All Other Business Machine Operators	10	0.97	N/A
Accounting Clerk	20	1.39	33
Bookkeeper, Hand	50	3.27	19
General Clerk, Office	50	3.62	33
Mail Clerk	10	0.76	33
Receptionist	40	2.57	22
Secretary	300	20.82	12
Switchboard Operator/Receptionist	10	0.55	12
Typist	40	2.71	24
All Other Office Clerical Workers	30	2.22	N/A
Sales Occupations	100	6.90	N/A
Sales Agents	100	7.09	N/A

N/A Relative Error Not Available .
Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
PROFESSIONAL MEMBERSHIP ORGANIZATIONS (SIC 862)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	1,090	100.00	N/A
Managers and Officers	160	14.68	8
Professional Occupations	540	49.54	N/A
Statistician	10	0.46	28
Accountants and Auditors	10	1.29	16
Writer and/or Editor	30	2.49	42
Lawyer	20	1.57	28
Librarian, Professional	10	0.46	28
Paralegal Personnel	20	1.75	29
Personnel & Labor Specialist	100	9.61	22
Physician and/or Surgeon	270	24.86	1
Public-Relations Practitioner	10	0.83	47
All Other Professional Workers	60	5.22	N/A
Technical Occupations	10	0.92	N/A
All Other Technicians	10	0.84	N/A
Service Occupations	10	0.92	N/A
All Other Janitors, Porters & Cleaners	10	0.55	N/A
Food Service Workers	10	0.93	N/A
Maintenance and Production Occupations	20	1.83	N/A
Maintenance Repairer, General Utility	10	0.46	28
Press Operator and/or Plate Printer	10	0.64	32
Clerical Occupations	340	31.19	N/A
Computer Operator	10	0.55	24
Keypunch Operator	10	0.46	28
Accounting Clerk	50	4.89	23
Bookkeeper, Hand	10	0.83	31
File Clerk	10	1.29	33
General Clerk, Office	10	1.29	24
Mail Clerk	20	1.57	40
Receptionist	10	0.92	37
Secretary	130	12.19	8
Switchboard Operator/Receptionist	10	1.01	16
Typist	40	3.78	15
All Other Office Clerical Workers	30	2.61	N/A

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Sales Occupations	10	0.92	N/A
Sales Clerk	10	0.93	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
LABOR UNIONS & SIMILAR LABOR ORGANIZATIONS (SIC 863)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	3,220	100.00	N/A
Managers and Officers	2,050	63.66	8
Professional Occupations	400	12.42	N/A
Personnel & Labor Relations Specialist	320	9.93	25
All Other Professional Workers . .	80	2.43	N/A
Technical Occupations	-	-	-
Service Occupations	100	3.11	N/A
All Other Janitors, Porters & Cleaners	50	1.43	N/A
All Other Service Workers	50	1.61	N/A
Maintenance and Production Occupations	90	2.80	N/A
All Other Skilled Workers	70	2.18	N/A
All Other Semiskilled Workers . .	20	0.46	N/A
Clerical Occupations	580	18.01	N/A
Bookkeeper, Hand	80	2.33	21
General Clerk, Office	200	6.19	24
Secretary	170	5.42	18
Switchboard Operator/Receptionist	20	0.65	33
Typist	50	1.55	28
All Other Clerical Workers . . .	60	1.87	N/A
Sales Occupations	-	-	-

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
CIVIC, SOCIAL AND FRATERNAL ORGANIZATIONS (SIC 864)

Reference Date April 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	9,900	100.00	N/A
Managers and Officers	1,030	10.40	11
Professional Occupations	2,240	22.63	N/A
Teacher, Non-Vocational Education	270	2.74	26
All Other Teachers	80	0.80	N/A
Purchasing Agent and/or Buyer	10	0.05	35
Accountants and Auditors	100	0.96	22
Director, Camp	20	0.23	31
Caseworker	150	1.55	34
Sports Instructor	110	1.10	35
Community Organization Worker	280	2.85	31
Group Recreation Worker	1,040	10.46	16
All Other Professional Workers	180	1.78	N/A
Technical Occupations	20	0.20	N/A
All Other Technicians	20	0.20	N/A
Service Occupations	5,100	51.51	N/A
Maid	180	1.83	14
All Other Janitors, Porters & Cleaners	500	5.05	N/A
Guards and Doorkeepers	70	0.68	31
Bartender	2,140	21.63	11
Dining Room Attendant	80	0.83	29
Kitchen Helper	170	1.70	24
Waiter or Waitress	1,080	10.93	17
Cook, Restaurant	190	1.88	26
All Other Food Service Workers	80	0.76	N/A
Recreation Facility	110	1.15	22
Lifeguard	170	1.70	24
Social Service Aide	70	0.69	39
All Other Service Workers	260	2.60	N/A
Maintenance and Production Workers	250	2.53	N/A
Maintenance Repair, General Utility	140	1.45	24
All Other Skilled Workers	10	0.10	N/A
All Other Semiskilled Workers	60	0.62	N/A
All Other Laborers	40	0.42	N/A

SIC 364 (continued)

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Clerical Occupations	1,220	12.32	N/A
Computer Operator	10	0.07	25
All Other Office Machine Operators	20	0.17	N/A
Accounting Clerk	70	0.65	25
Bookkeeper, Hand	140	1.37	20
General Clerk, Office	210	2.14	21
Receptionist	80	0.76	34
Secretary	300	3.04	16
Switchboard Operator/Receptionist	100	1.00	25
All Other Office Clerical Workers	300	3.06	52
Shipping/Receiving Clerk	10	0.11	27
Sales Occupations	40	0.40	N/A
Sales Agents	40	0.36	N/A

N/A Relative Error Not Available

Note: May not add to totals due to rounding

MISCELLANEOUS SERVICES
(SIC 89)

Distribution of Employment and Establishments by Three Digit SIC

SIC	Industry	Percent of Establishments	Percent of Employment
891	Engineering, Architectural, and Surveying Services	48	54
892	Noncommercial Educational, Scientific, and Research Organizations	6	23
893	Accounting, Auditing and Bookkeeping Services	43	22
899	Services, NEC	3	1

The Miscellaneous Services industry is made up predominently of small size establishments as 77 percent of the over 2,200 firms employ less than 10 persons. There are a few large companies primarily in the Engineering, Architectural and Surveying Services that are very important to the overall industry employment, as 2 percent of the firms employing 100 or more people account for 58 percent of the employment. The concentration of smaller firms is in the Accounting, Auditing, and Bookkeeping Services where 43 percent of the industry firms contain only 22 percent of the employment.

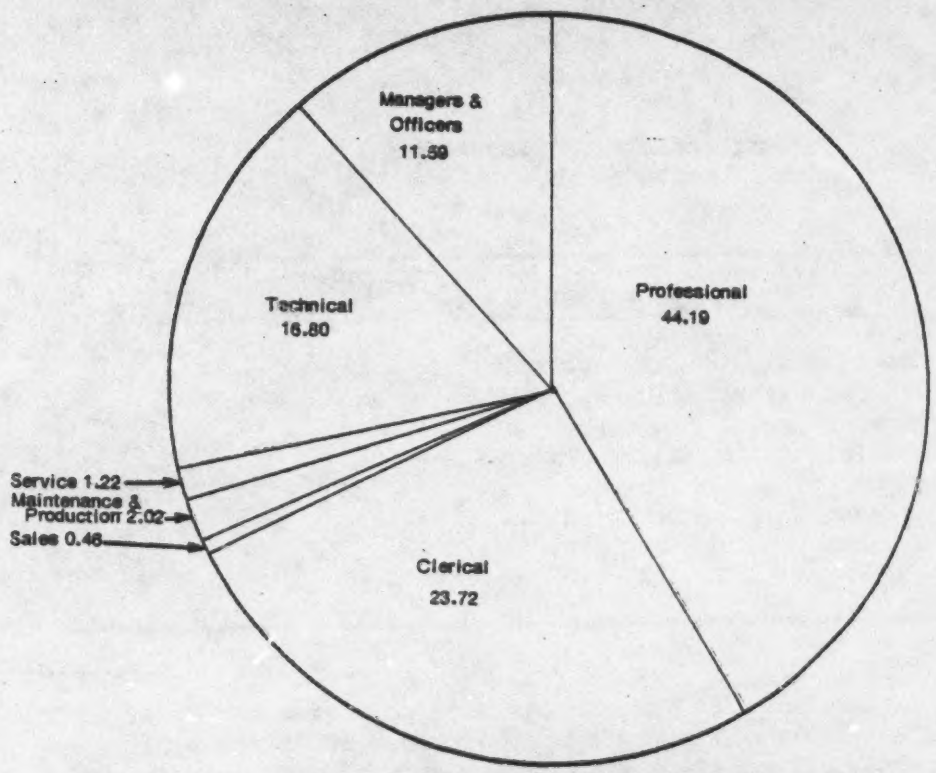
Over 44 percent of estimated industry employment (41,700) is in the professional occupations. The most important single occupation is accountants and auditors (4,000) while the various types of engineering occupations make up the largest group in the professional category (7,750). The second largest occupation is that of drafter (3,860) in the technical category.

Industry employment has grown nearly 25 percent since 1978. A large drop in the relative share of production and maintenance workers was balanced by increases in the share of both professional and clerical workers.

MISCELLANEOUS SERVICES (SIC 89)

This major group includes establishments engaged in performing services not elsewhere classified, such as those rendered by engineers, architects, accountants, artists, lecturers, and writers. Also included are establishments primarily engaged in educational, scientific, and research activities.

DISTRIBUTION OF EMPLOYMENT BY MAJOR OCCUPATIONAL CATEGORY



Ranked Occupational Employment

1.	Managers and Officers	4,830	6.	Civil Employment	2,620
2.	Accountants/Auditors	4,000	7.	Mechanical Engineer	1,820
3.	Drafter	3,860	8.	Architect	1,660
4.	Secretary	3,030	9.	All Other Professional Workers	1,320
5.	All Other Engineers	2,660	10.	General Clerk, Office	1,250

These 10 occupations make up 65% of total industry employment

OCCUPATIONS OF EMPLOYEES
MISCELLANEOUS SERVICES (SIC 89)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	41,660	100.00	N/A
Managers and Officers	4,830	11.59	7
Professional Occupations	18,410	44.19	N/A
Chemical Engineer	240	0.57	48
Civil Engineer	2,620	6.27	24
Marine Engineer	10	0.03	N/A
Mechanical Engineer	1,820	4.37	48
Metal Engineer	40	0.10	N/A
Nuclear Engineer	360	0.87	2
All Other Engineers	2,660	6.39	N/A
Actuary	30	0.07	27
All Other Mathematical Scientist	260	0.62	N/A
Geologists & Geophysicists	50	0.11	14
Meteorologist	100	0.23	42
All Other Physical Scientists	360	0.87	N/A
All Other Life Scientists	1,040	2.50	N/A
Economist	20	0.04	N/A
Market-Research Analyst	30	0.07	22
Urban and Regional Planner	40	0.08	43
All Other Social Scientists	180	0.43	N/A
Systems Analyst, Business	160	0.38	23
Photographer	40	0.09	48
Purchasing Agent/and or Buyer	160	0.38	21
Accountants and Auditors	4,000	9.59	6
Architect	1,660	3.98	31
Commercial Artist	220	0.53	27
Cost Estimator	200	0.48	29
Librarian, Professional	100	0.24	41
Personnel and Labor Relations Spec.	160	0.37	17
Designer	320	0.76	46
Tax Preparer	210	0.51	20
All Other Professional Workers	1,320	2.43	N/A
Technical Occupations	7,000	16.80	N/A
Computer Programmer, Business	150	0.35	36
Drafter	3,860	9.26	16
Mechanical Engineering Technical	220	0.51	18
Specification Writer	40	0.10	17
Civil Engineer Technician	490	1.16	21

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
All Other Engineering Technicians	980	2.35	N/A
All Other Science Technicians . .	340	0.82	N/A
All Other Technicians	920	1.36	N/A
Service Occupations	510	1.22	N/A
Janitors, Porters, & Cleaners . .	220	0.53	42
Food Service Workers	20	0.04	N/A
All Other Service Workers	270	0.64	N/A
Maintenance and Production Occupations	840	2.02	N/A
All Other Mechanics and Repairers	30	0.08	N/A
Maintenance Repairer, General Utility	40	0.10	31
All Other Skilled Workers	100	0.24	N/A
All Other Semiskilled Workers . .	270	0.66	N/A
All Other Laborers	400	0.96	N/A
Clerical Occupations	9,880	23.72	N/A
Computer Operator	370	0.89	20
Keypunch Operator	300	0.71	19
Peripheral EDP Equipment Operator	10	0.02	48
Duplicating Machine	170	0.41	16
All Other Office Machine Operators	200	0.48	N/A
Stenographer	120	0.28	25
Accounting Clerk	440	1.06	16
Actuarial Clerk	10	0.02	48
Bookkeeper, Hand	620	1.48	21
File Clerk	120	0.29	44
General Clerk, Office	1,250	3.00	21
Mail Clerk	230	0.54	22
Payroll/Timekeeping Clerk	100	0.23	22
Personnel Clerk	60	0.13	39
Receptionist	250	0.58	24
Secretary	3,030	7.25	22
Statistical Clerk	20	0.04	42
Switchboard Operator	80	0.18	35
Switchboard Operator/Receptionist	220	0.51	27
Messenger	120	0.28	40
Typist	940	2.26	17
Clerical Supervisor	250	0.59	24
Proofreader, Clerical	70	0.15	32
All Other Office Clerical Workers	780	1.87	N/A
Production Clerk/Coordinator.....	40	0.09	24
All Other Plant Clerical Workers .	80	0.20	N/A
Sales Occupations	190	0.46	N/A
Sales Representatives	190	0.46	28

N/A Relative Error Not Available
Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
ENGINEERING, ARCHITECTURAL, AND SURVEYING SERVICES (SIC 891)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	22,430	100.00	N/A
Managers and Officers	2,110	9.41	10
Professional Occupations	9,720	43.33	N/A
Chemical Engineer	230	1.00	50
Civil Engineer	2,620	11.56	24
Electrical & Electronic Engineer	1,060	4.67	14
Marine Engineer	10	0.05	N/A
Mechanical Engineer	1,680	7.44	48
Metal Engineer	40	0.18	N/A
Nuclear Engineer	360	1.60	2
All Other Engineers	160	0.71	N/A
All Other Mathematical Scientists	10	0.03	N/A
Chemist	60	0.28	18
Geologists & Geophysicists	50	0.21	14
Meteorologist	20	0.09	18
Physicist	70	0.31	N/A
All Other Physical Scientist	10	0.03	N/A
Biological Scientist	40	0.19	11
All Other Life Scientist	10	0.03	N/A
Economist	20	0.07	N/A
Market-Research Analyst	30	0.13	22
Urban and Regional Planner	40	0.15	43
Systems Analyst, Business	50	0.19	10
Systems Analyst, Scientific & Technical	60	0.27	17
Photographer	10	0.03	N/A
Purchasing Agent &/or Buyer	100	0.45	19
Accountants and Auditors	220	0.99	18
Architect	1,660	7.33	31
Budget Analyst	20	0.08	40
Commercial Artist	110	0.48	26
Cost Estimator	180	0.80	17
Writer and/or Editor	140	0.61	26
Lawyer	20	0.07	11
Librarian, Professional	30	0.14	27
Personnel & Labor Relations Specialist	90	0.39	14
Designer	320	1.40	47
All Other Professional Workers	190	0.86	N/A

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Technical Occupations	5,720	25.50	N/A
Computer Programmer, Business	90	0.41	41
Computer Programmer, Scientific and Technical	160	0.71	10
Drafter	3,790	16.74	16
Electrical & Electronic Technicians	420	1.85	33
Specification Writer	40	0.19	17
Civil Engineer Technician	490	2.15	21
All Other Technicians	600	2.64	N/A
Technical Assistant Library	10	0.06	36
All Other Technicians	120	0.53	N/A
Service Occupations	90	0.40	N/A
Janitors, Porters & Cleaners	40	0.19	23
Guards & Doorkeepers	40	0.15	N/A
All Other Service Workers	10	0.06	N/A
Maintenance and Production Occupations	610	2.72	N/A
Blueprinting Machine Operator	20	0.06	26
Supervisor, Nonworking	10	0.03	N/A
Maintenance Repairer, General Utility	40	0.16	14
Helper, Trades	10	0.04	17
Press Operator and/or Plate Printer	10	0.02	N/A
All Other Skilled Workers	140	0.62	N/A
All Other Semiskilled Workers	380	1.69	N/A
Clerical Occupations	4,070	18.15	N/A
Computer Operator	150	0.66	30
Keypunch Operator	90	0.38	9
Duplicating Machine	90	0.41	5
All Other Office Machine Operators	160	0.71	N/A
Stenographer	50	0.21	22
Accounting Clerk	230	1.01	22
Bookkeeper, Hand	220	0.95	30
File Clerk	30	0.14	46
General Clerk, Office	540	2.39	21
Library Assistant	10	0.02	37
Mail Clerk	90	0.40	9
Order Clerk	40	0.15	18
Payroll/Timekeeping Clerk	30	0.14	26
Personnel Clerk	20	0.10	33
Receptionist	70	0.30	49
Secretary	1,230	5.42	15
Switchboard Operator	30	0.11	17
Switchboard Operator/Receptionist	110	0.46	37
Messenger	70	0.31	24
Typist	510	2.25	19
Clerical Supervisor	90	0.40	17

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
Proofreader, Clerical	30	0.11	14
All Other Office Clerical Workers	100	0.44	N/A
Production Clerk/Coordinator .	40	0.15	27
Shipping/Receiving Clerk . . .	10	0.03	N/A
Stock Clerk, Stockroom	30	0.13	33
Sales Occupations	120	0.53	N/A
Sales Representative	120	0.52	40

N/A Relative Error Not Available

Note: May not add to totals due to rounding.

OCCUPATIONS OF EMPLOYEES
ACCOUNTING, AUDITING, AND BOOKKEEPING SERVICES (SIC 893)

Reference Date June 1981

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
TOTAL INDUSTRY EMPLOYMENT	8,730	100.00	N/A
Managers and Officers	1,200	13.75	8
Professional Occupations	4,060	46.51	N/A
All Other Mathematical Scientists	10	.16	N/A
Systems Analyst, Business	110	1.24	31
Accountants and Auditors	3,690	42.26	6
Librarian, Professional	10	0.11	40
Personnel & Labor Relation Specialists	30	0.34	11
Tax Preparer	200	2.32	21
All Other Professionals	10	.13	N/A
Technical Occupations	40	.46	N/A
Computer Programmer, Business	30	0.37	24
All Other Technicians	10	0.12	N/A
Service Occupations	50	.57	N/A
All Other Food Service Workers	20	.19	N/A
All Other Service Workers	30	.30	N/A
Maintenance and Production Occupations	10	.11	N/A
Skilled Workers	10	.09	N/A
Clerical Occupations	3,320	38.03	N/A
Computer Operator	160	1.83	21
Keypunch Operator	170	1.92	28
Duplicating Machine Operator	20	0.24	23
All Other Machine Operators	30	.38	N/A
Stenographer	70	0.80	40
Accounting Clerk	150	1.75	24
Bookkeeper, Hand	310	3.52	23
File Clerk	60	0.64	8

OCCUPATION	EMPLOYMENT		
	Number	Percent Of Total	Relative Error Percent
General Clerk Office	590	6.79	31
Library Assistant	20	0.18	18
Mail Clerk	50	0.54	11
Payroll/Timekeeping Clerk	40	0.45	40
Personnel Clerk	20	0.17	18
Receptionist	140	1.60	23
Secretary	590	6.75	10
Statistical Clerk	10	0.16	36
Switchboard Operator/Recepticnist	70	0.84	27
Messenger	20	0.25	25
Typist	310	3.54	19
Clerical Supervisor	50	0.53	13
Proofreader, Clerical	30	0.36	28
All Other Office Clerical	400	4.61	N/A
Production Clerk and/or Coordinator	10	0.06	47
Sales Occupations	50	.57	N/A
Sales Workers	50	.55	N/A

N/A Relative Error Not Available

Note: May not add to totald due to rounding

THE MAJOR OCCUPATIONAL CATEGORIES USED IN THE
OCCUPATIONAL EMPLOYMENT STATISTICS SURVEY

OES CODE	DESCRIPTION
10000	MANAGERS AND OFFICERS Includes persons concerned with policy making, planning, organizing, staffing, directing and/or who directly supervise the activities of the company or establishment workforce. Includes only managers and officers who are exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
20000	PROFESSIONAL OCCUPATIONS Includes persons concerned with the theoretical or practical aspects of such fields as science, engineering, technical work, art, education, medicine, law and business relations. Most of these occupations require substantial educational preparation, usually at the university level.
30000	TECHNICAL OCCUPATIONS Includes all persons actually engaged in technical work utilizing theoretical knowledge of fundamental scientific, engineering, mathematical, computer programming, or draft design principles, comparable to those acquired through study at institutions with less extensive training than 4-year colleges.
40000	SERVICE WORKERS Includes those workers in occupations concerned with the performance of services for persons that require either direct contact or close association with the individual; occupations concerned with the protection of individuals or public or private property; occupations concerned with preparing and serving food and beverages; and occupations related to the cleaning of the interior and equipment of buildings, offices, stores, and similar places.
50000	PRODUCTION AND MAINTENANCE WORKERS Includes all skilled, semiskilled, and unskilled workers performing machine and manual tasks involving operating, maintenance, construction, repair, material handling, and powerplant operations.

The Major Occupational Categories (continued)

OES CODE	DESCRIPTION
60000	CLERICAL OCCUPATIONS Includes office and plant clerical personnel. Office clerical work involves preparing, transcribing, transferring, systematizing, and preserving communications and records; collating accounts and distributing information. Plant clerical work involves planning, coordinatin, or expediting of production and the flow of work; or the clerical aspects of receiving, storing, issuing, or shipping of materials, merchandise, supplies, or equipment.
70000	SALES OCCUPATIONS Includes persons concerned wholly or primarily with selling when knowledge of the goods or services sold is required, such as sales agents, sales clerks, real estate agents, demonstrators, etc.

METHODOLOGY

The Sample

The second quarter 1981 report (ES-202) of employment and wages covered by the Massachusetts Employment Security Law was used as a sampling frame for the Occupational Employment Statistics survey of non-manufacturing establishments.

The sampling frame was stratified by three-digit SIC's (Standard Industrial Classification) and by nine employment size classes. Establishments with less than four employees were excluded from the sample, and all units with employment of two hundred and fifty or more were automatically included. All other establishments were subject to sample selection on a random basis, with the units in larger size classes having a proportionately higher chance of selection. Each unit was given a weight according to the proportion of firms selected in each size class. The sample included 4553 establishments with benchmark employment of 282,010.

The Survey and Response

After the initial mailing, two follow-ups were sent to nonrespondents. Telephone calls and personal visits were made to nonrespondents where the data was critical for calculating valid estimates. Of the 4553 establishments in the survey, replies were received from 3247, a response rate of 74.9 percent. After manual editing and mechanical (computer) screening 3075 were useable, with total employment of 200,318, 71.0 percent of sample employment.

The Estimating Procedure

All useable questionnaires were stratified into seven size groups, by industry. Reported total employment and occupational employment on each questionnaire was multiplied by the weight assigned during sample selection. These industry data were then divided into the employment in the ES 202 report (stratified by corresponding cells) for the reference month of the survey. The result produced by this procedure is known as the benchmark factor. This factor was then applied to the occupational data, thus accounting for nonresponse. These occupational estimates were then summed across size classes to industry totals.

Sampling Error

Sampling error is an arithmetic measure of the precision of an estimate. It is the difference between the estimate computed from the sample and the result that would have been obtained if the same methods were used to collect identical information from the universe. The relative errors listed in this report are the sampling errors of each occupation expressed as a percent of that occupational estimate. The relative errors shown are such that the chances are 2 out of 3 that the results of a comparable full scale data collection, using the same survey approach, would not differ by more than the percent shown; the chances are 19 out of 20 that

the results of a full scale data collection would not differ by more than twice the percent shown. For example, it is estimated in this report that there are 680 Accountants/Auditors employed in SIC 602, Commercial and Stock Savings Banks, making up 1.94 percent of total employment in the industry. Thus, the chances are about 68 out of 100 that the results of a comparable full scale data collection would differ by less than 27 (4 percent) from the 680 estimated; similarly the estimated 1.94 percent of total employment would differ by less than 0.07 percent of total employment.

Nonsampling Error

The results of this survey are subject to biases and other nonsampling errors. Although careful editing and screening steps were taken, responding establishments may account for some errors in computations and processing, as well as placing workers in a wrong occupation. The nonrespondents are a source of nonsampling error for which measures are not available but are reflected in the estimating procedure.